

# Philmont Scout Ranch

## Seasonal Staff Application

### Information About Employment

**PLEASE READ THIS SECTION COMPLETELY BEFORE PROCEEDING.**

- Philmont is the pinnacle of high adventure program experiences. Situated in the heart of the Sangre de Cristo mountain range of northern New Mexico, Philmont is owned and operated by the Boy Scouts of America and annually hosts more than 25,000 participants in backcountry hiking/camping programs and training conferences for Scouters and their families.
- Applicants are considered without regard to race, color, religion, sex, national origin, age (if over 18, or 21 for certain positions), marital status, veteran status, or the presence of a disability that is unrelated to your ability to perform the job requested.
- **THE MINIMUM AGE REQUIREMENT IS 18.** BSA standards require a minimum age of 21 for some positions. **MOST FIRST YEAR STAFF APPLICANTS WILL BE CONSIDERED FOR BASE CAMP POSITIONS.**
- Length of employment varies with job assignment. The majority of summer contracts run from **May 15 to August 22**. Fall Training Center programs (September to November), Autumn Adventure (September to November) and Kanik (December to March) seasons vary. **LIST YOUR SPECIFIC AVAILABLE START AND END DATES ON THE APPLICATION; SOME VARIATION IN DATES MAY BE POSSIBLE. IN DETERMINING YOUR DATES, PLEASE CHECK YOUR COLLEGE CALENDAR.**
- Applicants must be registered members of the Boy Scouts of America or agree to become registered before employment begins. The principles of the Scout Oath and Law must be practiced as a way of life.
- As a facility of the BSA, the staff is expected to set an example of excellence in Scouting, which includes the proper wearing of the uniform, and adhere to Philmont's standards of personal appearance. Extreme hairstyles, unkept facial hair, or inappropriate jewelry (in the opinion of the ranch management) are not allowed.
- Salary is based on position responsibility with consideration given to the individual's experience.
- Review the list of jobs in the various departments, indicate three preferences, and **COMPLETE THE ENTIRE APPLICATION, including "Representative Philmont Jobs"**, even if you have worked at Philmont before and/or if you have submitted a résumé. Applications with a variety of departmental choices have a better chance at placement than those with only one choice.
- A brief résumé of your experience for each of your choices is required. Some jobs are only offered in certain seasons. **SOME DEPARTMENTS (HORSE, PHOTO, ETC.) WILL NOT CONSIDER APPLICATIONS WITHOUT A RÉSUMÉ.**
- **AT LEAST ONE LETTER OF RECOMMENDATION, OR A COMPLETED PHILMONT REFERENCE FORM, PREFERABLY FROM A MEMBER OF YOUR LOCAL COUNCIL'S PROFESSIONAL STAFF, IS REQUIRED. THIS INFORMATION SHOULD BE SEALED IN AN ENVELOPE AND MAILED AT ABOUT THE SAME TIME AS YOUR APPLICATION.**
- Some positions require vehicle driving. You must supply a current driving record at time of application from your state of license to qualify for such a position. Three moving violations or one DWI/DUI within the past three years will disqualify you from a driving position.
- Every applicant who is offered a job will be required to complete the Employment Eligibility Verification (I-9) form.
- Return your application with a letter of reference to Philmont at the address below. Opportunities for summer employment in key staff positions are best among those who apply prior to October 1, however applications will continue to be accepted after that time. Philmont will notify you when a decision is reached.

## Representative Philmont Jobs

Use this page to give us a better understanding of your interests and experience. **CIRCLE OR HIGHLIGHT ANY JOB, PROGRAM, OR SKILL YOU HAVE EXPERIENCED** either as a participant or as an instructor. Elaborate on your résumé. First time staff members should be aware that there are many jobs for which Philmont receives a large number of applicants. Indicating a variety of Choices of Employment may increase your chances of selection.

(P - Previous Philmont Staff Experience A - 21+ years of age D- Driving Required W - Winter F - Fall S - Spring)

<p><b>Logistics Services</b></p> <p><b>Manager</b> <span style="float: right;">APD</span></p> <p>Assistant Manager <span style="float: right;">APD</span></p> <p>Transportation Manager <span style="float: right;">APD</span></p> <p>Logistics Staff <span style="float: right;">PD</span></p> <p><b>Backcountry Program</b></p> <p>Backcountry Manager <span style="float: right;">APD</span></p> <p>Equipment Manager <span style="float: right;">AD</span></p> <p>Camp Director <span style="float: right;">AP</span></p> <p>Program Counselor</p> <p>Adobe Making/Construction</p> <p>Archeology</p> <p>Archery, 3 Dimensional</p> <p>Astronomy</p> <p>Blacksmithing</p> <p>Burro Packing</p> <p>Campfire Leadership</p> <p>Challenge Events</p> <p>Environment/Ecology/Nature</p> <p>Fishing/Fly Tying</p> <p>Gold Mining/Panning</p> <p>Indian Ethnology</p> <p>Logging Skills</p> <p>Mexican Homestead</p> <p>Mountain Biking</p> <p>Mountain Living/Homesteading</p> <p>Mountain Technology</p> <p>Muzzle Loading</p> <p>No Trace Camping</p> <p>Rifle Instructor/Shotgun Instructor <span style="float: right;">A</span></p> <p>Rock Climbing</p> <p>Search Rescue/Wilderness Medicine</p> <p>Trapping</p> <p>Weather</p> <p>Western Lore</p> <p><b>Conservation</b></p> <p>Director of Conservation <span style="float: right;">APD</span></p> <p>Associate Director <span style="float: right;">APD</span></p> <p>GIS/Surveyor <span style="float: right;">PD</span></p> <p>Equipment Manager</p> <p>Work Crew Foreman <span style="float: right;">AP</span></p> <p>R.O.C.S. Instructor</p> <p>Assistant R.O.C.S. Instructor</p> <p>Conservationists</p> <p>Conservation Staff</p> <p>Work Crew</p> <p>OA Trail Crew Foreman <span style="float: right;">AP</span></p> <p>Assistant OA Trail Crew Foreman</p> <p><b>Ranger Department</b></p> <p>Chief Ranger <span style="float: right;">APD</span></p> <p>Associate Chief Ranger <span style="float: right;">APD</span></p> <p>Rayado Trek Coordinator <span style="float: right;">APD</span></p> <p>Mountain Trek Coordinator <span style="float: right;">APD</span></p> <p>Ranger Trainer <span style="float: right;">P</span></p> <p>Academy Coordinator <span style="float: right;">P</span></p> <p>Ranger</p> <p>Mountain Trek Ranger <span style="float: right;">P</span></p> <p>Ranger Administrator</p>	<p><b>Ranch Department</b></p> <p>Horseman <span style="float: right;">APD</span></p> <p>Wrangler <span style="float: right;">D</span></p> <p>Bear Researcher <span style="float: right;">AD</span></p> <p>Motor Vehicle Maintenance <span style="float: right;">D</span></p> <p><b>Food Service</b></p> <p>Dining Hall Manager <span style="float: right;">AP</span></p> <p>Assistant Dining Hall Manager</p> <p>Backcountry Cook</p> <p>Dining Hall Staff</p> <p><b>Commissary</b></p> <p>Commissary Manager <span style="float: right;">AD</span></p> <p>Backcountry Commissary Manager</p> <p>Commissary Clerk</p> <p>Truck Driver (2 ton) <span style="float: right;">AD</span></p> <p>Food Packing <span style="float: right;">WF</span></p> <p><b>Trading Post</b></p> <p>Trading Post Manager <span style="float: right;">APD</span></p> <p>Assistant Trading Post Manager <span style="float: right;">AD</span></p> <p>Warehouse Manager <span style="float: right;">AD</span></p> <p>Warehouse Clerk <span style="float: right;">D</span></p> <p>Trading Post/Snack Bar Clerk</p> <p>Backcountry Trading Post Mgr</p> <p><b>Office Support</b></p> <p>Accounting Clerk</p> <p>Assistant Seasonal Registrar</p> <p>Seasonal Registrar</p> <p>Switchboard Operator</p> <p>Clerk-Typist/Computer</p> <p>PTC Registration Staff</p> <p>Secretary</p> <p>Transportation Clerk <span style="float: right;">AD</span></p> <p><b>Camping Headquarters Services</b></p> <p>Manager <span style="float: right;">AD</span></p> <p>Assistant Manager <span style="float: right;">AD</span></p> <p>Postmaster <span style="float: right;">AD</span></p> <p>Post Office Clerk</p> <p>Tent City Manager <span style="float: right;">AD</span></p> <p>Services Staff</p> <p><b>News and Photo Service</b></p> <p>Manager <span style="float: right;">APD</span></p> <p>Assistant Manger, PhilNews <span style="float: right;">A</span></p> <p>Assistant Manager, Photo Lab <span style="float: right;">A</span></p> <p>Photography Technician</p> <p><b>Headquarters Activities</b></p> <p>Manager <span style="float: right;">AD</span></p> <p>Assistant Manager <span style="float: right;">D</span></p> <p><b>Security</b></p> <p>Supervisor <span style="float: right;">AD</span></p> <p>Security Staff <span style="float: right;">AD</span></p> <p>Clerk</p>	<p><b>Grounds and Maintenance</b></p> <p>Housekeeper</p> <p>Villa Lawn and Garden Crew</p> <p>Headquarters Maintenance <span style="float: right;">D</span></p> <p><b>Quartermaster</b></p> <p>Tent Repair Staff</p> <p>Warehouse Clerk</p> <p>Tent Crew <span style="float: right;">S</span></p> <p><b>Training Center Program</b></p> <p>Program Director <span style="float: right;">AD</span></p> <p>Assistant Program Director <span style="float: right;">AD</span></p> <p>Group Leader I</p> <p>Group Leader II <span style="float: right;">A</span></p> <p>Nursery (2 &amp; under)</p> <p>Small Fry (3-5)</p> <p>Nina (girls 6-7)</p> <p>Tigers (boys 6-7)</p> <p>Chicas (girls 8-10)</p> <p>Cub Scouts (boys 7-9)</p> <p>Webelos (boys 9-10)</p> <p>Boy Scout (boys 11-13)</p> <p>Muchachas (girls 11-13)</p> <p>Los Jovenes (14-20)</p> <p>Senores (adults)</p> <p>Craft Lodge Manager/Assistant <span style="float: right;">A</span></p> <p>Craft Lodge Staff</p> <p>Pony Wrangler <span style="float: right;">A</span></p> <p>COPE Director <span style="float: right;">A</span></p> <p>COPE Instructor</p> <p><b>Training Center Services</b></p> <p>Manager <span style="float: right;">AD</span></p> <p>Assistant Manager</p> <p>Tent City Manager/Assistant</p> <p>Services Staff</p> <p>Laundry</p> <p><b>Museum</b></p> <p>Kit Carson Director <span style="float: right;">AP</span></p> <p>Kit Carson Staff</p> <p>Museum Shop Clerk</p> <p>Villa Staff <span style="float: right;">AP</span></p> <p><b>Medical</b></p> <p>Director of Medical Services <span style="float: right;">APD</span></p> <p>Medic <span style="float: right;">A</span></p> <p>Medical Secretary</p> <p>Nurse <span style="float: right;">A</span></p> <p>Health Lodge Support Staff <span style="float: right;">AD</span></p> <p>Medical Recheck Staff</p> <p>Tent City Manager <span style="float: right;">AD</span></p> <p><b>Autumn Adventure</b> <span style="float: right;">APDF</span></p> <p><b>Kanik</b> <span style="float: right;">APDW</span></p>
---	--	---

SEASONAL EMPLOYMENT APPLICATION

YEAR \_\_\_\_\_ Summer  Autumn  Kanik  Other, Part Time

PLEASE TYPE OR PRINT

Name \_\_\_\_\_ Last First Middle

Mailing Address \_\_\_\_\_ Street City State Zip

Permanent Address (If Different) \_\_\_\_\_ Street City State Zip

Phone # \_\_\_\_\_ Present Area Code and Number Permanent Area Code and Number

E-Mail Address \_\_\_\_\_

Social Security Number Driver's License Number State Date of Birth (if under 21)

Name and Phone Number of Person to Contact in an Emergency

Have you ever been convicted of a felony? (You may answer "no" if your conviction has been ordered sealed, expunged, or eradicated.) \_\_\_\_\_ Yes \_\_\_\_\_ No. Conviction of a crime is not an automatic bar to employment. All circumstances will be considered, including what you were convicted of and how long ago. Please provide complete information about the conviction by attaching a separate statement.

Is there anything Philmont should know that makes you unsuitable to work with children? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is there any reason you would be unable to drive a Philmont vehicle? \_\_\_\_\_ Yes \_\_\_\_\_ No (ie. DWI , moving violations, etc.)

If yes to either, explain \_\_\_\_\_

CHOICES OF EMPLOYMENT - PLEASE KEEP IN MIND THAT MOST FIRST YEAR STAFF APPLICANTS WILL BE CONSIDERED FOR BASE CAMP POSITIONS.

Table with 3 columns: POSITIONS., Department, Position. Rows for First Choice, Second Choice, Third Choice.

NOTE: Enclose a brief résumé of your experience regarding each of your choices and be sure to complete information on facing page. If your choices involve driving, you must submit a current motor vehicle record.

PLEASE BE VERY SPECIFIC REGARDING DATES YOU ARE AVAILABLE TO START AND END. Dates Available for Employment (BE SPECIFIC): From [Month][Day] To [Month][Day]

HIGH ADVENTURE BASE EXPERIENCE

Past Staff Positions \_\_\_\_\_ Location \_\_\_\_\_ Year(s) \_\_\_\_\_

Philmont Participant: Expedition  Year(s) \_\_\_\_\_ OA Trail Crew  Year(s) \_\_\_\_\_ Rayado Trek  Year(s) \_\_\_\_\_

Mountain Trek  Year(s) \_\_\_\_\_ R.O.C.S.  Year(s) \_\_\_\_\_ Ranch Hands  Year(s) \_\_\_\_\_

Other High Adventure Location \_\_\_\_\_ Year(s) \_\_\_\_\_

Youth Organization Experience \_\_\_\_\_

Currently Registered As \_\_\_\_\_ Unit No. \_\_\_\_\_ Council/Organization \_\_\_\_\_

Number Years Tenure as a Youth \_\_\_\_\_ As an Adult \_\_\_\_\_

Offices Held \_\_\_\_\_

BSA Rank : \_\_\_\_\_ Other Achievements: \_\_\_\_\_ Order of the Arrow \_\_\_\_\_

Have You Ever Served on a Camp Staff? \_\_\_\_\_ When/Where? \_\_\_\_\_

Describe Leadership Experience \_\_\_\_\_

Describe Training Experience \_\_\_\_\_

List Current Certifications and Dates (First Aid, CPR, EMT, Rifle, etc.) \_\_\_\_\_

Hobbies, skills, and special Interests \_\_\_\_\_

Musical Instrument Played \_\_\_\_\_

## EDUCATIONAL BACKGROUND

Name & Location \_\_\_\_\_ Number of Years Attended \_\_\_\_\_ Major \_\_\_\_\_ Degree/Graduation Date \_\_\_\_\_

High School \_\_\_\_\_

College \_\_\_\_\_

Other \_\_\_\_\_

Scholastic Honors \_\_\_\_\_

Sports \_\_\_\_\_

Activities \_\_\_\_\_

Offices Held \_\_\_\_\_

Languages Spoken Other Than English \_\_\_\_\_

Final Grade Point Average \_\_\_\_\_

## EMPLOYMENT

Present or Most Recent Employer \_\_\_\_\_ May We Contact? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Description of Duties (indicate significant responsibilities, accomplishments, and contributions) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Have you ever been discharged or asked to resign from any job? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Why? \_\_\_\_\_

Are you aware of any limitations that you have which would prevent you from performing any of the positions for which you have applied? \_\_\_\_\_ Yes \_\_\_\_\_ No. Explain \_\_\_\_\_

Will you give Philmont permission to do a background check? (Please initial) \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**REFERENCES:** Give Philmont name and addresses of three persons (not relatives) who have knowledge of your character, experience and ability

Name	Address, City, Zip	Day Phone Number	Night Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

You will be expected to reside in housing provided by Philmont as part of your employment. Most summer housing is in two person tents on platforms. **Housing for married couples and their families is very limited. If you need family housing, attach a letter detailing the extent of request giving ages and sex of each dependent.** Family housing will not be available without a written request approved by the director. Management reserves the right to enter your quarters for inspection at its discretion.

I hereby make application for employment, and in accordance with the principles of the organization, subscribe to the Scout Oath or Promise, Law, and Declaration of Religious Principle. I agree to be loyal to and cooperate fully with all the BSA policies, program, and management including those described in this application. I further agree to submit a completed Health and Medical Record upon my arrival, if selected. I understand that a personal interview may be required before employment will be granted.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including but not limited to any investigation of statements made regarding any previous criminal record. I authorize all my previous employers, schools, and all other references to furnish the information requested. I hereby declare that the information provided by me in this application for employment is accurate and complete to the best of my knowledge. I understand that any falsification or misrepresentation in this application is cause for discharge and denial of workers' compensation benefits.

Signature  
9/02/20M

Signature of Parent if under 18

Date

505-376-2281

Seasonal Personnel – Philmont Scout Ranch, RR 1, Box 35, Cimarron, NM 87714

[philstaff@philmontscout ranch.org](mailto:philstaff@philmontscout ranch.org)

**PHILMONT SEASONAL STAFF APPLICANT REFERENCE**

Philmont Scout Ranch, BSA

\_\_\_\_\_ is applying for a seasonal position at Philmont, where more than 900 staff members are employed each summer. This staff is responsible for hosting over 25,000 Scouts, Venturing Crews, Advisors, and Training Center Participants each summer. The success of Philmont's operation depends upon its staff. Mature, competent, top-flight people are required to fulfill this important responsibility.

We would greatly appreciate your frank evaluation of this applicant. Please complete this form at your earliest convenience and return to:

**Personnel Department, Philmont Scout Ranch, RR 1, Box 35, Cimarron NM 87714**

**How well do you know this applicant?**

Very well \_\_\_\_\_ Rather well \_\_\_\_\_ Casually \_\_\_\_\_ Do not know this person \_\_\_\_\_

**Please circle the phrase that best describes the applicant's behavior. Your comments are also of the utmost importance.**

<b>APPEARANCE:</b>	flawless	well-groomed	generally neat	slovenly
<b>DEPENDABILITY:</b>	exceptional	Usually dependable	requires supervision	irresponsible
<b>INITIATIVE:</b>	resourceful/self motivated	industrious	has necessary drive	indifferent
<b>PERSONALITY:</b>	bland	pleasing	outgoing	magnetic
<b>COOPERATION:</b>	inspires confidence	Cooperates willingly	usually cooperative	obstructionist
<b>LEADERSHIP:</b>	inspirational	able to take charge	good team member	incapable of leading
<b>ATTITUDE:</b>	always enthusiastic	positive	generally acceptable	negative
<b>COMMON SENSE:</b>	lacking	needs experience	usually sound	always uses sound judgement
<b>ORAL EXPRESSION:</b>	eloquent	fluent, excellent grammar/vocabulary	satisfactory	limited
<b>INTEGRITY:</b>	always trust-worthy	generally reliable	sometimes lacking	can't be trusted

**What, in your estimation, is this person's greatest ability?** \_\_\_\_\_

\_\_\_\_\_

**What, in your estimation, can this person improve upon?** \_\_\_\_\_

\_\_\_\_\_

**Recommendation:** \_\_\_\_\_ highly recommend employment  
\_\_\_\_\_ recommend employment  
\_\_\_\_\_ do not recommend employment

**Please put any additional comments on the reverse side.**

Date \_\_\_\_\_ Signed \_\_\_\_\_

Council \_\_\_\_\_ Position \_\_\_\_\_

10/02/10M