



Philmont Scout Ranch

Seasonal Staff Application



Information Regarding 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.
- The Double H High Adventure Base is a new facility created through a partnership between the land owner-the Rocky Mountain Elk Foundation - and the Boy Scouts of America. It is located in south central New Mexico, near Magdalena. The BSA will operate a seven-day wilderness backpacking program at the facility. Interested staff applicants are encouraged to include choices from both Philmont and Double H as the application is completed.
- 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 **mid/late May 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, unkempt 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 recommended. 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 FROM A MEMBER OF YOUR LOCAL COUNCIL'S PROFESSIONAL STAFF, A TEACHER, RELIGIOUS LEADER OR EMPLOYER IS REQUIRED. THIS INFORMATION SHOULD BE SEALED IN AN ENVELOPE AND MAILED (BY YOU OR YOUR REFERENCE) AT ABOUT THE SAME TIME AS YOUR APPLICATION.**
- If you are hired for a position that requires driving, you will be required to supply a current driving record from your state of license. 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. 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)

*Positions that **MUST** meet Philmont's backcountry Height/Weight Requirements

For a brief job description of each of the positions below, go to www.scouting.org/philmont then click "JOBS"

<p>Logistics Services</p> <p>Manager APD</p> <p>Assistant Manager APD</p> <p>Transportation Manager APD</p> <p>Logistics Staff PD</p> <p>Backcountry Program</p> <p>*Backcountry Manager APD</p> <p>Equipment Manager AD</p> <p>*Camp Director AP</p> <p>*Assistant Camp Director</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>Buro 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>Land Navigation</p> <p>Logging Skills</p> <p>Mexican Homestead</p> <p>Mountain Biking</p> <p>Mountain Living/Homesteading</p> <p>Muzzle Loading</p> <p>No Trace Camping</p> <p>Rifle Instructor/Shotgun Instructor A</p> <p>Rock Climbing</p> <p>Search Rescue/Wilderness Medicine</p> <p>Trapping</p> <p>Weather</p> <p>Western Lore</p> <p>Conservation</p> <p>*Director of Conservation APD</p> <p>*Associate Director APD</p> <p>*GIS/Coordinator PD</p> <p>*Equipment Manager D</p> <p>*Work Crew Foreman AP</p> <p>*R.O.C.S. Instructor A</p> <p>*Assistant R.O.C.S. Instructor</p> <p>*Environmental Educator</p> <p>*Conservationist</p> <p>*Conservation Staff</p> <p>*Work Crew</p> <p>*OA Trail Crew Foreman AP</p> <p>*Assistant OA Trail Crew Foreman</p> <p>*GIS Staff</p> <p>Ranger Department</p> <p>*Chief Ranger APD</p> <p>*Associate Chief Ranger APD</p> <p>*Rayado Trek Coordinator APD</p> <p>*Mountain Trek Coordinator APD</p> <p>*Ranger Trainer P</p> <p>*Academy Coordinator P</p> <p>*Ranger</p> <p>*Mountain Trek Ranger P</p> <p>*Schedule Coordinator PD</p> <p>Ranch Department</p> <p>*Horseman APD</p> <p>*Wrangler D</p> <p>*Bear Researcher AD</p>	<p>*Motor Vehicle Maintenance D</p> <p>Food Service</p> <p>Dining Hall Manager APD</p> <p>Assistant Dining Hall Manager</p> <p>*Backcountry Cook</p> <p>Dining Hall Staff</p> <p>Commissary</p> <p>*Commissary Manager AD</p> <p>*Backcountry Commissary Mgr</p> <p>*Commissary Clerk</p> <p>*Truck Driver (2 ton) AD</p> <p>Food Packing WS</p> <p>Trading Post</p> <p>Trading Post Manager APD</p> <p>Assistant Trading Post Manager AD</p> <p>*Warehouse Manager AD</p> <p>Warehouse Clerk D</p> <p>Trading Post/Snack Bar Clerk</p> <p>*Backcountry Trading Post Mgr</p> <p>Office Support</p> <p>Information Technology Support</p> <p>Accounting Clerk</p> <p>Seasonal Registrar</p> <p>CHQ Registration Clerk</p> <p>PTC Registration Staff</p> <p>Transportation Clerk AD</p> <p>Camping Headquarters Services</p> <p>Manager AD</p> <p>Assistant Manager AD</p> <p>Mail Room Manager AD</p> <p>Mail Room Clerk</p> <p>Services Staff</p> <p>News and Photo Service</p> <p>*Manager APD</p> <p>*Assistant Manager, PhilNews A</p> <p>*Assistant Manager, Photo Lab A</p> <p>*Photography Technician</p> <p>*Videographer P</p> <p>Photo Lab Technician</p> <p>Headquarters Activities</p> <p>Manager AD</p> <p>Assistant Manager D</p> <p>Welcome Center Manager AD</p> <p>Activities Staff</p> <p>Tent City Manager AD</p> <p>Security</p> <p>*Manager AD</p> <p>*Security Staff AD</p> <p>Clerk</p> <p>Grounds and Maintenance</p> <p>Training Center Maintenance D</p> <p>Villa Gardener</p> <p>Headquarters Maintenance D</p> <p>Quartermaster</p> <p>Tent Repair Staff</p> <p>Warehouse Clerk</p> <p>Tent Crew S</p> <p>Medical</p> <p>Director of Medical Services APD</p> <p>*Medic A</p> <p>Medical Secretary</p> <p>Nurse A</p> <p>*Health Lodge Support Staff AD</p> <p>Medical Recheck Staff</p>	<p>HL Tent City Manager AD</p> <p>Training Center Program</p> <p>*Program Director AD</p> <p>*Assistant Program Director AD</p> <p>Small Fry Director A</p> <p>*Group Leader I</p> <p>*Group Leader II A</p> <p>Nursery (2 mo - 2 yrs)</p> <p>Small Fry (3-5)</p> <p>Cowgirls (girls 6-7)</p> <p>Cowpokes (boys 6-7)</p> <p>Ropers (girls 8-10)</p> <p>Deputies (boys 8-9)</p> <p>Sidewinders (boys 10)</p> <p>Mustangs (girls 11-13)</p> <p>Trail Blazers (boys 11-13)</p> <p>Broncos (male & female 14-20)</p> <p>Silverados (non-conference adults)</p> <p>Craft Lodge Manager/Assistant A</p> <p>Craft Lodge Staff</p> <p>Pony Wrangler A</p> <p>*COPE Director A</p> <p>*COPE Instructor</p> <p>Training Center Services</p> <p>Manager AD</p> <p>Assistant Manager</p> <p>Tent City Manager/Assistant</p> <p>Services Staff</p> <p>Transportation Coord./NAYLE P</p> <p>Museum</p> <p>Kit Carson Director AP</p> <p>Kit Carson Staff</p> <p>Museum Shop Clerk</p> <p>Villa Staff</p> <p>*Chaplain AD</p> <p>*Autumn Adventure APDF</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">Double H High Adventure Base</p> <p>Any of the following can be a choice of employment. Dates for base operation are anticipated to be June 10-August 5.</p> <p>*Senior Guide APD</p> <p>*Base Director APD</p> <p>*Program Director APD</p> <p>*Wilderness Guide D</p> <p>*Health Officer AD</p> <p>*Camp Director AD</p> <p>*Program Counselor (shooting sports) AD</p> <p>*Base Cook D</p> <p>*Business Support Manager AD</p> <p>*Support Staff</p> </div> <p>*Kanik APDW</p> <p>*Positions that <u>MUST</u> meet Philmont's backcountry Height/Weight Requirements</p> <p>Note: All staff who hike in the backcountry <u>MUST</u> meet the Height/Weight Requirements.</p>
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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

Email Address _____

Referred by: _____
How did you find out about working at Philmont?
Previous Philmont Experience
Former Philmont Staff Member
Job Fair or College Job Posting
Philmont Website
Council Service Center
Other _____

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

Emergency Contact _____ Name _____ Phone # _____

Have you ever been charged or convicted of a misdemeanor or 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 charged or convicted of and how long ago. Please provide complete information about the charge/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: 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.

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

HIGH ADVENTURE BASE EXPERIENCE

Past Philmont Staff Positions _____ Location _____ Year(s) _____

Philmont Participant: Expedition Year(s) _____ Cavalcade Year(s) _____ Double H 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) _____ Trail Crew Trek 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

Phone Number

Email Address

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.

Applicant Signature _____

Date _____

SEASONAL STAFF APPLICANT REFERENCE
Philmont Scout Ranch, BSA

_____ is applying for a seasonal position at Philmont, where more than 1,000 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 the applicant or to:

Personnel Department, Philmont Scout Ranch, 17 Deer Run Rd., Cimarron NM 87714
FAX: (575) 376-2636 (Please Note: IF YOU FAX, DO NOT MAIL- IF YOU MAIL, DO NOT FAX)

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.

- | | | | | |
|-------------------------|----------------------------|--------------------------------------|----------------------|-----------------------------|
| APPEARANCE: | flawless | well-groomed | generally neat | slovenly |
| DEPENDABILITY: | exceptional | Usually dependable | requires supervision | irresponsible |
| INITIATIVE: | resourceful/self motivated | industrious | has necessary drive | indifferent |
| PERSONALITY: | bland | pleasing | outgoing | magnetic |
| COOPERATION: | inspires confidence | Cooperates willingly | usually cooperative | obstructionist |
| LEADERSHIP: | inspirational | able to take charge | good team member | incapable of leading |
| ATTITUDE: | always enthusiastic | positive | generally acceptable | negative |
| COMMON SENSE: | lacking | needs experience | usually sound | always uses sound judgement |
| ORAL EXPRESSION: | eloquent | fluent, excellent grammar/vocabulary | satisfactory | limited |
| INTEGRITY: | 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 add any additional comments you wish to share on the reverse side.

Date _____

Signed _____

Council _____

Position _____

RISK ADVISORY - PHILMONT SCOUT RANCH

Philmont has an excellent health and safety record with over 880,000 adults and young people having attended since 1938. Philmont strives to minimize risks to participants and advisors by emphasizing proper safety precautions. Most participants in Philmont programs do not experience injuries because they are prepared, are conscious of risks, and take safety precautions. If you decide to attend Philmont, you should be physically fit, have proper clothing and equipment, be willing to follow instructions and work as a team with your crew and take responsibility for your own health and safety. For further information please thoroughly read the *Guidebook to Adventure*. Like other wilderness areas, Philmont is not risk free and you should be prepared to listen to safety instructions carefully, follow directions and take appropriate steps to safeguard yourself and others.

Parents, guardians and potential participants in Philmont programs are advised that journeying to and from Philmont, and one's stay at Philmont, can involve exposure to accident, illness, and/or injury associated with a high elevation, physically demanding, high adventure program in a remote mountainous area. Campers may be exposed to occasional severe weather conditions such as lightning, hail, flash floods and heat. Other potential problems include: injuries from tripping and falling, motor vehicle accidents, worsening of underlying medical conditions such as diabetes or asthma, heart attacks, heat exhaustion and falls from horses.

Philmont's trails are steep and rocky. Wild animals such as bears, rattlesnakes and mountain lions are native and usually present little danger if proper precautions are taken. Please refer to the *Guidebook to Adventure*, speak with previous Philmont participants, or call Philmont for further information concerning risks and measures which can be taken to avoid accidents. Philmont has staff trained in first aid, CPR and accident prevention, and is prepared to assist in recognizing, reacting, and responding to accidents, injuries and illnesses. Each crew is also required to have at least one member trained in wilderness first aid and CPR. Medical and search and rescue services are provided by Philmont in response to an accident or emergency. However, response times can be affected by location, weather or other emergencies and could be delayed six (6) or more hours.

PHILMONT WEIGHT LIMITS FOR BACKPACKING AND HIKING

Each participant in a Philmont trek must not exceed the maximum acceptable limit in the weight for height chart shown below. The right hand column shows the maximum acceptable weight for a person's height in order to participate in a Philmont trek. Those who fall within the limits are more likely to have an enjoyable trek and avoid incurring health risks. Every Philmont trek involves hiking with a 35-50 lb. backpack between 6,500 and 12,500 ft. elevations. Philmont recommends that participants carry a pack weighing no more than 25-30% of their body weight.

Participants 21 years and older who exceed the maximum acceptable weight limit for their height at the Philmont medical recheck WILL NOT be permitted to backpack or hike at Philmont. For example, a person 70 inches tall cannot weigh more than 226 lbs. All heights and weights will be measured in stocking feet.

For participants under 21 years of age who exceed the maximum acceptable weight for height, the Philmont physicians will use their best professional judgment in determining participation in a Philmont trek. Participants under 21 years of age are strongly encouraged to meet the weight limit for their height. Exceptions are not made automatically and discussion in advance with Philmont is required regarding any exception to the weight limit for persons under 21 years of age, whether it is over or under. Philmont will consider up to 20 lbs. over the maximum acceptable as stated on the chart, however, the exception will never exceed 295 lbs. Philmont's phone number is 575-376-2281.

The maximum weight for any participant in a Cavalcade Trek and for horse rides is 200 lbs. **Under no circumstances will any individual weighing more than 295 pounds be permitted to participate in backcountry programs.** This requirement is necessary because of limitations of rescue equipment and for safety of search and rescue personnel.

Individuals who do not meet Philmont's weight for height requirements will not be allowed on the trail and will be sent home.

This table is based on the revised Dietary Guidelines for Americans from the U.S. Dept. of Agriculture and the Dept. of Health & Human Services.

Height (inches)	Recommended Weight (lbs)	Allowable Exception	Maximum Acceptable
60	97 - 138	139-166	166
61	101-143	144-172	172
62	104-148	149-178	178
63	107-152	153-183	183
64	111-157	158-189	189
65	114-162	163-195	195
66	118-167	168-201	201
67	121-172	173-207	207
68	125-178	179-214	214
69	129-185	186-220	220

Height (inches)	Recommended Weight (lbs)	Allowable Exception	Maximum Acceptable
70	132-188	189-226	226
71	136-194	195-233	233
72	140-199	200-239	239
73	144-205	206-246	246
74	148-210	211-252	252
75	152-216	217-260	260
76	156-222	223-267	267
77	160-228	229-274	274
78	164-234	235-281	281
79 & over	170-240	241-295	295