

POSITION DESCRIPTION

Position:	Cavalcade Horseman
Department:	Ranch
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Roofed-Cattle HQ (Final housing assignments may differ based on availability)</i>
Reports To:	Ranch Technician: Livestock
Desired Availability:	May 1 – August 22

Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of Scouting America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current Scouting America Annual Health and Medical Record (Parts A, B, & C) to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

The Cavalcade Horseman is responsible for the Cavalcade program. You are also responsible for the wellbeing of the horse string assigned to you as well as the equipment assigned. You must cooperate directly with the Camp Director of the camp assigned and adhere to the guidelines established by the Horse Foreman in the care and maintenance of livestock and equipment. You are responsible for all packing and equipment involved.

Your objective is to efficiently and safely furnish all individuals and crews with a horseback ride and total Cavalcade experience that is enjoyable and exciting. You must exercise diplomacy and good judgment in dealing with all advisors, crews and staff.

Primary Duties & Responsibilities

- Be able to mount, saddle and ride horseback unassisted.
- Be able to meet the requirements for riding horses as indicated in the Guidebook to Adventure under Horse Rides.
- Work closely with the Horse Foreman and Director of Ranching to become familiar with the horseback ride program procedures and policies and camp operations.
- Help prepare equipment and horses for the summer program.
- Be prepared to begin operating the horseback ride program by the date the first group arrives for Cavalcade.
- Learn all facets of the program operation.
- Be familiar with and follow the procedures and policies in the Horse Department Manual.

- Your primary responsibility is the care of the horse string, the equipment, and the safety of the horseback rides.
- Be a part of the Philmont team by cooperating with Camp Directors, Ranger Trainers, and other staff to offer an outstanding experience to everyone who comes to Philmont, and willingly and cheerfully perform tasks beyond the immediate scope of the horseback ride program when requested by your supervisor.
- Cooperate and work with fellow program staff and other helpers assigned to the Horse Department program to provide a smooth working system for the Cavalcade program
- Maintain a clean neat and efficient working area and living quarters.
- Cooperate fully with the Horse Foreman and Director of Ranching for the successful operation of your string of horses and follow their instructions implicitly in all things pertaining to the horses, burros, equipment, and facilities.
- Make certain all livestock assigned to you are properly cared for and that before any animal is used that it is in good condition and fit to be on the trail. See that proper care is taken of saddles, equipment and facilities assigned to you and that necessary repairs are made immediately.
- Make certain all periods of instruction and all rides are conducted and organized so that proper steps for the safety of the rider and mounts are ensured.
- Be accountable for all horses and equipment as well as all horseback rides.
- Keep an accurate record of all equipment on hand and an accurate record of all horseback rides taken.
- Keep the Horse Foreman informed of your whereabouts at all times. Work out days off schedule with the Horse Foreman for the Horse Department staff.
- Philmont will furnish chaps, saddles and shoeing tools to each Horseman. These will be charged out to each individual and must be returned or paid for at the close of the season
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 21 years of age by time of employment
- Be able to secure, and maintain a Philmont driving permit
- Ability to prioritize tasks and ask for help when needed
- Ability to function well with minimal supervision
- Be able to shoe horses or be willing to learn. See that all horses are kept properly shod.
- Be able to properly pack horses with all necessary gear in a safe and teaching method.
- Be a competent instructor in horsemanship.

Physical Requirements & Work Environment

- Must meet Scouting America height/weight requirements
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, riding, bending, stooping, kneeling, or crouching
- Be capable and willing to work in all types of weather conditions at various locations

Additional Information

Send inquiries to philstaff@scouting.org

It should be noted by applicants that Philmont Scout Ranch and the surrounding are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of

resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

Philmont and Scouting America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Updated: 11/18/2024