

POSITION DESCRIPTION

Position:	Philmont Training Center Wrangler
Department:	Training Center
Salary Level:	II (Specialists/Foremen)
Default Housing:	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Philmont Training Center Program Director
Desired Availability:	May 26 – August 16

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

Provide programs related to the Philmont Training Center pony ring and care for the associated animals.

Primary Duties & Responsibilities

- Care for the animals at the PTC Pony Ring including ponies, burros, goats, and chickens.
- Transport guests to and from horseback riding activities as scheduled using Philmont vehicle.
- Assist Philmont Horse Dept with facilitating horseback riding activities for Philmont Training Center participants.
- In conjunction with the Program Director, develop and direct the program staff training week as it relates to the Pony Ring. Provide ongoing training during the summer as needed.
- Assist in the scheduling of groups as it relates to the Pony Ring.
- Pay close attention to health, safety, welfare, attitude, and morale of the participants and animals. Take immediate action to solve problems.
- Enforce the policies and guidelines outlined in the Staff Guidebook.
- Provide additional evening programs such as opening/closing program, cobbler night, western night, etc.
- Write an end of the season report including inventories, evaluations, schedules, and other documents necessary to future Philmont Training Center programs.
- Supervise the use of Philmont Training Center equipment and facilities related to family programs.
- Assist with other staff responsibilities as directed by the Associate Director of Program - PTC or other Philmont Management to insure that the mission of the Philmont Training Center is carried out.

- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 21 years of age at time of employment.
- Ability to work independently and give leadership to the Philmont Training Center Pony Ring.
- Previous experience working with animals such as horses and burros is highly desired.
- 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
- Must complete assigned New Mexico Food Handler Safety Course prior to arrival; instructions for course completion will be available during onboarding

Physical Requirements & Work Environment

- Must meet Scouting America height/weight requirements
- Be able to lift and handle materials up to 50 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

For more information, call the Philmont Training Center at 575-376-2281 or send inquiries to:
philmont.trainingcenter@scouting.org

It should be noted by applicants that Philmont Scout Ranch and the surrounding area 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: 12/13/2024