

2025 Seasonal Staff Check-In & Departure Dates

Date	Day	Staff Groups Arriving/Last Working Day	Available Airport Shuttles
12/16/24	Mon	Winter Adventure Staff Check-In	—
12/21/24	Sat	--First Day of Winter Break (No staff arrivals/departures)--	—
1/02	Thu	--Last Day of Winter Break--	—
1/06	Mon	Winter Early-Arrival Check-In	—
1/13	Mon	Winter Staff Check-In	—
4/30	Wed	Winter Season Ends	—
5/01	Thu	Set Up Crew; A-Team; Horseman Check-In	4/30
5/11	Sun	Infirmary Leadership; Wrangler Check-In	—
5/12	Mon	WFR Training Participants; Backcountry Manager Check-In	—
5/15	Thu	Senior Leadership; Ranger Coordinator Check-In	5/14
5/17	Sat	WFR Recertification Participant Check-In	—
5/20	Tue	Middle Management (CDs, RTs, Coord., etc) Check-In	5/19
5/23	Fri	NRA Training Participant; Food Service Staff Check-In	5/22
5/25	Sun	Conservation Staff; Rock Foremen Check-In	5/24
5/26	Mon	Base Camp, Museum & PTC Staff Check-In	5/25
5/27	Tue	Backcountry Staff Check-In	5/26
5/28	Wed	Ranger Check-In	5/27
5/29	Thu	--All Staff Day-- NO ARRIVALS OR SHUTTLES on this day	—
6/02	Mon	Late Arriving Staff Check-In 1	—
6/09	Mon	Late Arriving Staff Check-In 2 (& Late Arriving Rangers)	6/8
6/16	Mon	Late Arriving Staff Check-In 3	—
6/23	Mon	Late Arriving Staff Check-In 4	—
6/30	Mon	Late Arriving Staff Check-In 5	—
7/07	Mon	Late Arriving Staff Check-In 6	—
7/14	Mon	Late Arriving Staff Check-In 7	—
7/24	Thu	Early Last Working Day 1	7/25
7/28	Mon	Early Last Working Day 2	7/29
7/31	Thu	Early Last Working Day 3	8/1
8/04	Mon	Early Last Working Day 4	8/5
8/06	Wed	General Staff Last Working Day	8/7
8/07	Thu	Middle Management Last Working Day	—
8/13	Wed	Senior Leadership Last Working Day	—
8/19	Tue	All Remaining Summer Staff Last Working Day	—
8/31	Sun	--First Day of Autumn Break--	—
9/01	Mon	--Last Day of Autumn Break--	—
9/02	Tue	Autumn Adventure, Cons Leadership Check-In	—
9/08	Mon	Autumn Staff Check-In	—
10/31	Fri	Autumn PTC Staff & Wrangler Last Working Day	—
11/07	Fri	Autumn Adventure & Conservation Last Working Day	—
12/20	Sat	--First Day of Winter Break (No staff arrivals/departures)--	—
1/02/26	Fri	--Last Day of Winter Break--	—

Important Notes:

- All early arrivals and late departures (except Set Up Crew/A-Team) must be approved by a GM cabinet level supervisor
- Late arrivals should be moved back to the next scheduled arrival date based on their availability (and are required to attend late arrival training their first two days of work)
- Staff may begin checkout at 3pm on their last working day and must leave by 3pm the next day (schedule accordingly)

2025 Seasonal Staff Salary Chart

Level	I			II		III		IV		V		
Tenure	1st	2nd	3rd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	Other
Position Type	Staff/Clerk/PC			Specialist/Foreman		Coordinator/Asst. Manager		Manager/Director		Administrator/Head of Department		
Description	Entry level positions which do not involve supervision of other staff or advanced qualifications that cannot be provided by Philmont during staff training			Staff who have advanced qualifications; team leads/asst. managers of small departments; Autumn/Winter Staff; difficult to fill positions		Staff who assist a manager/ director in operating a large department; staff who lead a small department themselves; difficult to fill positions		Staff who are ultimately responsible for the operation of a program or department with other staff who report to them		Staff who are responsible for multiple departments/managers or someone bringing professional experience from outside Philmont; roles that are critical to Philmont operations		
Activities	Activities & Shows Staff			Activities & Shows Specialist		Activities & Shows Coordinator		Activities & Shows Manager				
Backcountry	Asst. Cook Program Counselor Warehouse Clerk			Archaeologist Cook Rock Foreman Shooting Sports PC Warehouse Specialist		Assistant Camp Director Camp Director III Shooting Sports Manager Warehouse Asst. Manager		Camp Director IV Backcountry Dist & Support		Backcountry Manager Camp Director V Warehouse Manager		
Chaplains	<i>Based on guidance from BSA National Religious Committees</i>											
Commissary	Clerk Warehouse Clerk			Backcountry Commissary Mgr Office Assistant Meat Market Specialist Truck Driver				Asst. Manager		Manager		
Conservation	Camper Conservationist Conservation Staff Assistant Forestry Technician			Environmental Educator Conservation Foreman		Conservation Coordinator Forestry Technician		Conservation Associate Director		Conservation Program Director		
Food Service						Dining Hall Staff Utility Staff		Dining Hall Asst. Manager Pack Out Manager Cooks		Baker Kitchen Assistant Manager Lead Cook Dining Hall Manager (\$2015; \$2070) Kitchen Manager (\$2015; \$2070)		
Grounds				Grounds Staff		Grounds Foreman Grounds Mechanic						
Housekeeping						Housekeeping Staff				Housekeeping Manager		
Logistics	Logistics Staff			Logistics Specialist		Logistics Coordinator		Logistics Associate Manager		Logistics Manager		
Mail Room	Mail Room Staff					Mail Room Manager						
Maintenance	Cabin Restoration Staff			Cabin Restoration Foreman Maintenance Specialist Motor Pool Specialist		CHQ Maintenance Staff		CHQ Maintenance Asst. Manager		CHQ Maintenance Manager		
Marketing & Photography	MPS Staff					MPS Assistant Manager		MPS Manager				
Medical & Infirmary	Infirmary Tent City Staff Medical Recheck Staff Medical Secretary			Certified Nursing Assistant Infirmary Researcher Medical Secretary Lead		Infirmary Tent City Manager Medical Student Infirmary Training Coordinator		Medical Recheck Coordinator Medical Services Staff Medical Services Coordinator		Assoc. Chief of Medical Svcs. Chief Medical Student Infirmary Manager Nurse (\$2800 cap) Nurse Supervisor (\$3200 cap)		
Museum	Chase Ranch Program Counselor Gift Shop Clerk Villa Staff (Tour Guide)			Custodial Staff Museum Specialist Villa Assistant Curator Villa Gardener		Chase Ranch Camp Director Gift Shop Assistant Manager						
Office Support/ Admin	PSA Staff Safekeeping & File Clerk International Program Counselor			IT Specialist Personnel Specialist Purchasing Specialist Registration Specialist		Accounting Clerk Registration Manager		Special Projects Coordinator		Base Camp Manager		
Outfitting	Outfitting Services Staff					Outfitting Svcs. Asst. Manager		Outfitting Services Manager				
Ranch	Wrangler					Horseman		Cavalcade Coordinator		Chase Ranch Technician		
Rangers	Ranger			Ranger Trainer Rayado Ranger		Ranger Coordinator		Associate Chief Ranger		Chief Ranger		
Security				Lost & Found Clerk Security Specialist				Security Manager				
Tooth of Time Traders	Branding Clerk Clerk Order Fulfillment Clerk Warehouse Clerk			Backcountry Cantina Mgr Backcountry Trading Post Mgr Branding Specialist Cantina Specialist Countdown Specialist		BC Trading Post Coordinator Seasonal Asst. Manager Warehouse Asst. Manager		Warehouse Manager		Seasonal Manager		
Training Center	COPE Staff Craft Center Staff Outdoor Guide Program Counselor Small Fry Staff Youth Counselor			Hospitality Staff PTC Wrangler Registration Specialist Shooting Sports Specialist Silverado Specialist		COPE Assistant Director Craft Center Coordinator Outdoor Guide Coordinator Hospitality Assistant Director Rayado Ridge Asst Camp Dir Registration Coordinator Shooting Sports Asst Director Small Fry Coordinator Youth Counselor Coordinator		Assistant Program Director COPE Director Hospitality Director Rayado Ridge Camp Director Shooting Sports Director		Program Director		
Welcome Center	Welcome Center Staff			Welcome Center Asst. Manager		Welcome Center Manager						
2nd Seasons				Staff/Guide Positions		Coordinators & Foremen				Department Managers/Directors		

Important Notes:

- Choose tenure based on the number of seasons worked previously within that salary level, regardless of department
- Tenure should be retained when moving down in level, but not when moving up
- Experience at other BSA National High Adventure Bases can be reflected in tenure in entry level positions
- Offers or positions which stray from this chart must be pre-approved in writing by a GM cabinet level supervisor