

POSITION DESCRIPTION

Position:	Cavalcade Coordinator
Department:	Ranch
Salary Level:	IV (Manager/Director)
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

Main focus of Cavalcade Coordinator is to work with the Ranch Technician: Livestock to help with the logistics of running the Cavalcade program.

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 to become familiar with the horseback ride program procedures, policies, and camp operations.
- Help prepare equipment for the summer program.
- Be prepared to begin operating the horse program by the date the first participants arrive.
- Learn all facets of the program operation.
- Be familiar with and follow the procedures and policies in the Horse Department Manual.
- Be part of the Philmont team by cooperating with other directors and staff to offer an outstanding experience to everyone who comes to Philmont, and by willingly and cheerfully perform tasks beyond the immediate scope of the horseback ride program when requested by your supervisor
- Maintain a clean, neat, and efficient working area and living quarters.

- 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 put 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 riders and mounts are ensured.
- Keep an accurate record of all equipment on hand and accurate record of all horseback rides taken when assigned to a camp.
- Keep the Horse Foreman informed of your whereabouts at all times. Work out days off schedule with the Horse Foreman for the HQ Wrangler staff.
- Philmont will furnish chaps, saddle and shoeing tools to the HQ Horseman. These will be charged out to individuals 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 willing to learn. See that all horses are kept properly shod.
- Be knowledgeable of proper methods of doctoring minor injuries to horses and burros; i.e. cinch sores, saddle sores, lameness, etc. Notify the Horse Foreman as soon as possible of any sickness or injury that you cannot properly treat. Be able to administer antibiotics properly to horses and burros as needed.
- Be qualified and able to drive the hay truck to supply all camps as needed. Use extreme care while operating Philmont vehicles. With the Horse Foreman, efficiently use and schedule the vehicles assigned to the Horse Department ensure that unnecessary trips are eliminated but necessary functions are accomplished.

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 inquires 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: 12/12/2024