

POSITION DESCRIPTION

Position:	Associate Manager of Communications
Department:	Logistics Services
Salary Level:	IV (Manager/Director)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Logistics Manager
Desired Availability:	May 15 – 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 Associate Logistics Manager of Communications is responsible for coordinating radio communication, crew information tracking, and emergency operations. This position oversees the radio communication between camps and the status, location, and route of all drivers in the backcountry.

Primary Duties & Responsibilities

- Become completely cognizant of the operation of the Logistics Department.
- Understand and follow the emergency procedures of Philmont and provide guidance and leadership when emergency operations occur.
- Provide direct leadership and direction for the Communication Coordinator.
- Train, supervise, coach, and evaluate Logistics Staff.
- Train the Logistics Staff in all aspects of the department.
- Utilize the Philmont Roster & Arrival Gateway for crew tracking and database entries.
- Help to maintain Logistics facilities and supplies and provide a good general appearance of the office.
- Answer phone and email inquiries pertaining to Philmont treks, programs, and logistical concerns.
- Provide training to other departments regarding radio use.
- Maintain a log of all radio use.
- Maintain accurate reports for lost persons, bear reports, weather, and other situations.
- Inform the Logistics Manager of adverse weather conditions that could affect programs or safety.
- Operate the Philmont switchboard on nights and weekends.

- Compile water reports from backcountry camps and post for crew information.
- Serve as the manager on duty/manager on call to provide leadership and support during emergency situations.
- Assist crews who are having difficulty on the trail by providing guidance and support or seeking resources to assist the crew in the backcountry.
- Attend Ranch Operations Meetings on Saturday mornings.
- Provide coaching and guidance to Logistics staff to help them continually grow and improve.
- Perform midseason and end of season evaluations and review with staff members.
- Submit a closing report at the end of the summer to highlight the Logistics communications operation and provide advice for future growth and development. The report should include essential records and data useful in determining future backcountry itineraries and policies.
- 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.
- Must be able to secure a Philmont Driving Permit.
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment

Physical Requirements & Work Environment

- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 75% of the workday could be spent standing, walking, bending, stooping, kneeling, sitting or crouching

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: 11/6/2024