

POSITION DESCRIPTION

Position:	Associate Manager of Trip Planning
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 is directly responsible for efficient operation, accurate information gathering and wise supervision of itinerary planning, camp conditions, water source situations, trail conditions, and backcountry program information.

Primary Duties & Responsibilities

- Learn how to plan and schedule a Philmont itinerary.
- Assist the Manager in training the Logistics staff in the trip planning process.
- Establish and maintain a line of communication with the Ranger Department, Conservation Department, Backcountry Managers, Infirmary, Training Center, Chaplains and Security Department.
- Utilize the Philmont Roster & Arrival Gateway for crew tracking and database entries.
- Help to maintain Logistics facilities and provide a good general appearance of the office.
- Provide supervision and continuous on-the-job training to trip planners.
- Communicate backcountry information to the staff.
- Gather trip planning information via other departments and even on-site inspection if needed.
- Update and clarify backcountry program times.
- Coordinating the flow between rangers and trip planners during the trip planning process.
- Write an end of season report on your part of the Logistics operation and make recommendations.
- Assist with other staff responsibilities as directed by the Logistics Manger to ensure that the mission of Philmont Scout Ranch 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 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 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: 11/6/2024