

POSITION DESCRIPTION

Position:	Logistics Manager
Department:	Logistics Services
Salary Level:	V (Administrator/Professional)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Base Camp 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 Logistics Manager is responsible for coordinating itinerary planning, transportation, equipment distribution, communication, and emergency operations. This position oversees the training, work schedule, morale, and evaluation of their staff and keep inventory of supplies and material needs.

Primary Duties & Responsibilities

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Ensure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Help to maintain Logistics facilities and supplies and provide a good general appearance of the office.
- Develop and implement the staff training schedule for Logistics.
- Write the department's staff work schedule to ensure all department functions are appropriately staffed.
- Answer phone and email inquiries pertaining to Philmont treks, programs, and logistical concerns.
- 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 Friday mornings. Report on information on behalf of Logistics and compile updates and notes to share with Logistics managers.
- 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.
- Keep record of Logistics vehicles and perform weekly vehicle inspections.
- Keep inventory of office supplies and needs and submit material request forms to supervisor for approval.
- Submit a closing report at the end of the summer to highlight the Logistics 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
- Supply chain/distribution/retail experience suggested

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: 11/14/2024