

## POSITION DESCRIPTION

---

<b>Position:</b>	Logistics Staff
<b>Department:</b>	Logistics Services
<b>Salary Level:</b>	I (General Staff)
<b>Default Housing:</b>	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Logistics Coordinator
<b>Desired Availability:</b>	May 26 – August 12

### 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

Each staff member rotates between trip-planning, communications, and driving according to a pre-arranged schedule and their qualifications. The primary function is to assist crews in the final planning of their itinerary. The secondary function is to receive and transmit all radio, telephone and oral messages of business or emergency nature occurring during your duty shift. Another function for staff members 21 and over is to provide transportation for individuals to and from points of commercial transportation (airport, train-station, and bus-station).

The principle objective as a trip-planner is to achieve excellence in planning and scheduling itineraries for each crew (represented by the crew leader and advisor) that are free of errors and omissions. The principle objective as communicator is to achieve excellence in Philmont communications by promptly, accurately and articulately delivering and receiving all legitimate radio, telephone and oral messages initiated during your shift to the appropriate person(s). The principle objective as driver is to give prompt courteous service to those participants requiring transportation.

### Primary Duties & Responsibilities

- Learn how to present a Philmont itinerary without errors or omissions.
- Successfully operate the radio and switchboard. Hearing acuity adequate to discern different sounds and tones while operating the radio and phones.
- Perform all Logistics functions as well as become familiar with the operations of other departments.
- Learn all camps, best ways to relay, who to contact for what, radio ten codes, radio unit numbers, itinerary alteration procedures, and procedures for handling all types of emergencies.

- Learn all Philmont and Logistics policies.
- Learn about Philmont programs, trails, and camps so that you can accurately and thoroughly advise crew leaders and advisors.
- Help to prepare the Logistics office for summer operations.
- Be part of the “Logistic Team” by willingly and cheerfully assisting with the entire workload (including trip-planning, transportation and communications).
- Exercise tact and mature judgment in handling misunderstandings, problems and emergencies.
- Help to maintain Logistics facilities and office in good general appearance.
- Make suggestion to the Manager or Assistant Manager of Logistics for improving the operation.
- Keep the Logistics Manager informed of your whereabouts.
- Cordially receive and assist all persons who come to the Logistics during the day or night.
- Brief crews on their pre-assigned Philmont itinerary, being particularly attentive to food pickups, camp loads, horse rides, burro packing, special meals, and the number of crew members, and do so without errors or omissions.
- Advise leaders (youth and adult) concerning programs, trails, camps, water supplies, and map discrepancies.
- Help collate and maintain the Big Board and itinerary files indicating where each crew is located each night.
- Correctly handle requests for itinerary alterations.
- Help maintain rider sign-up and driver sign-out records, and the vehicle location tagboard.
- Maintain files of arrival plans cards, horse ride schedules, itinerary read-out sheets, various logs and copies of each message received indicating its disposition.
- Facilitate the distribution of special food and other critical items to the backcountry.
- Help to enter data on all crews into the database and cross-check with other records to raise accuracy.
- Verify hours of approved conservation projects performed by crews attempting to qualify for the Fifty Miler Award and Philmont Arrowhead patch.
- Keep the Logistics Manager and the Director of Program informed of all emergencies including lost person or crews, flooding, fires, deaths, etc.
- Assist with other staff responsibilities as directed by the Logistics Manager, Associate Logistics Managers or Coordinators to insure 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 18 years of age by time of employment
- Must be 21 years of age by time of employment to serve as a driver.
- 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 driving, standing, walking, bending, stooping, kneeling, sitting or crouching

### Additional Information

Send inquiries to [philstaff@scouting.org](mailto: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:** 11/14/2024