

POSITION DESCRIPTION

Position:	Purchasing Specialist
Department:	Office Support/Administration
Salary Level:	II (Specialists/Foremen)
Default Housing:	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Purchasing Supervisor
Desired Availability:	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

Under the direction of the Director of Business Operations and Purchasing Supervisor, pickup and deliver merchandise for various departments of the Ranch. Be responsible for the Philmont vehicles assigned for use.

Primary Duties & Responsibilities

- Purchase requested material for various departments for use in maintenance and summer programs. Be familiar with the Ranch purchase order system and the use of material request forms.
- Maintain records of trips and expenses when off the Ranch (normal locations will be Raton, Santa Fe, Albuquerque, and others as directed).
- Recognize the importance of community relations and the need to build goodwill for the B.S.A. and Philmont. Always do your best to provide a positive image for the Ranch.
- Other duties as requested by the Comptroller or Purchasing Supervisor, assisting the Merchandise Warehouse, Purchasing Office, Print Shop or Tent Repair.
- Safely operate and maintain a company vehicle.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Excellent organizational skills, ability to prioritize, and comfortable working independently
- Strong attention to detail

Physical Requirements & Work Environment

- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Have a current driver's license and a good driving record and obtain a Philmont Driver Permit.
- Up to 75% of the workday could be spent standing, walking, bending, stooping, kneeling, sitting or crouching
- Subject to repetitive movements while operating a computer and other office equipment
- Be physically fit and flexible

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: 11/18/2024