

## POSITION DESCRIPTION

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| <b>Position:</b>             | Transportation Coordinator   |
| <b>Department:</b>           | Logistics Services   |
| <b>Salary Level:</b>         | III (Coordinator/Asst. Manager)  |
| <b>Default Housing:</b>      | <i>Roofed-CHQ (Final housing assignments may differ based on availability)</i> |
| <b>Reports To:</b>           | Associate Logistics Manager – Trip Planning                                    |
| <b>Desired Availability:</b> | May 20 – 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 Transportation Coordinator is directly responsible to the Associate Logistics Manager - Trip Planning for coordinating Philmont bus transportation, keeping accurate record of the use of vehicles and seeing that authorized people are transported to the right place at the right time.

The incumbent’s primary function is to see that all necessary transportation is provided in the most efficient and economical way. They are to develop a working relationship with the contracted bus company and Training Center personnel for a balanced and effective schedule.

### Primary Duties & Responsibilities

- Learn how the Transportation system works to serve all participants of both Camping and Training Center.
- Become completely cognizant of the operation of the Logistics Department.
- Assist in training the Logistics Staff in all aspects of the department.
- Help to maintain Logistics facilities and provide a good general appearance of the office.
- See that all necessary transportation for people and materials is at the right place at the right time.
- Supervise vehicle drivers that may be assigned to Logistics.
- Maintain a log of all transportation originating from the Logistics office including reasons for each trip, the capacity of each vehicle used, the number of persons transported, the point of origin and the destination.
- Maintain a log of travel and transportation provided by any logistics vehicle through the prescribed sign out/in system. Make sure all drivers are informed regarding priority riders awaiting transportation.
- Write an end of season report on your part of the Logistics operation and make any recommendations.

- Coordinate Logistics Transportation with other services.
- Make suggestions to the Logistics Manager for improving the operation or for the good of Philmont.
- Assist with other staff responsibilities as directed by the Logistics Manager and Associate Logistics Managers 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 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
- Previous experience in Philmont Logistics preferred

### 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](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