

**ASSOCIATE LOGISTICS MANAGER – COMMUNICATIONS  
POSITION DESCRIPTION**

**POSITION CONCEPT**

The Associate Logistics Manager – Communications is responsible for coordinating radio communication, crew information tracking, and emergency operations. This position oversees the radio communication between camps and the status, location, and route of all drivers in the backcountry. This position reports to the Logistics Manager.

**PHILMONT REQUIREMENTS**

- Provide and maintain a cheerful, helpful and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedure of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 21 years of age by time of employment.
- Be able to lift and handle materials up to 70 pounds.
- Must be able to secure a Philmont Driving Permit.

**PRINCIPLE RESPONSIBILITIES**

- Become completely cognizant of the operation of the Logistics Department.
- Understand and follow the emergency procedures of Philmont and provide guidance and leadership when emergency operations occur.
- Provide direct leadership and direction for the Communication Coordinator.
- Train, supervise, coach, and evaluate Logistics Staff.
- Train the Logistics Staff in all aspects of the department.
- Utilize the Philmont Roster & Arrival Gateway for crew tracking and database entries.

**DAILY OPERATIONS**

- Help to maintain Logistics facilities and supplies and provide a good general appearance of the office.
- Answer phone and email inquiries pertaining to Philmont treks, programs, and logistical concerns.
- Provide training to other departments regarding radio use.
- Maintain a log of all radio use.

- Maintain accurate reports for lost persons, bear reports, weather, and other situations.
- Inform the Logistics Manager of adverse weather conditions that could affect programs or safety.
- Operate the Philmont switchboard on nights and weekends.
- Compile water reports from backcountry camps and post for crew information.
- 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 Saturday mornings.
- 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.
- Submit a closing report at the end of the summer to highlight the Logistics communications 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.
- Assist with other duties as assigned to insure that the mission of Philmont Scout Ranch is carried out.