

**ASSOCIATE LOGISTICS MANAGER – TRIP PLANNING
POSITION DESCRIPTION**

POSITION CONCEPT

The Associate Logistics Manager is directly responsible to the Logistics Manager for efficient operation, accurate information gathering and wise supervision of itinerary planning, camp conditions, water source situations, trail conditions, and backcountry program information.

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.

PRINCIPLE RESPONSIBILITIES

- Learn how to plan and schedule a Philmont itinerary.
- Assist the Manager in training the Logistics staff in the trip planning process.
- Establish and maintain a line of communication with the Ranger Department, Conservation Department, Backcountry Managers, Infirmary, Training Center, Chaplains and Security Department.
- Utilize the Philmont Roster & Arrival Gateway for crew tracking and database entries.
- Must be able to secure a Philmont Driving Permit
- Be able to lift and handle materials up to 70 pounds.

DAILY OPERATION

- Help to maintain Logistics facilities and provide a good general appearance of the office.
- Provide supervision and continuous on-the-job training to trip planners.
- Communicate backcountry information to the staff.
- Gather trip planning information via other departments and even on-site inspection if needed.
- Update and clarify backcountry program times.
- Coordinating the flow between rangers and trip planners during the trip planning process.

- Write an end of season report on your part of the Logistics operation and make recommendations.
- Assist with other staff responsibilities as directed by the Logistics Manger to insure that the mission of Philmont Scout Ranch is carried out.