

**LOGISTICS COMMUNICATIONS COORDINATOR
POSITION DESCRIPTION**

POSITION CONCEPT

The Communications Coordinator is directly responsible to the Associate Logistics Manager - Communications and Logistics Manager and for the operation of the Logistics Radio Room, including radio operations, switchboard operations, daily and emergency on-Ranch communication operations and the distribution room. The coordinator also coordinates operational support through tracking Ranch vehicles, maps and tracking of incidents.

Under direct supervision of the Associate Logistics Manager - Communications, or the Logistics Manager, lead the communications functions of the Logistics department. Assist in oversight and training Logistics staff in Communications functions; provide training to other departments in radio use and communications functions; create list of camps with outstanding water reports weekly; insure water reports are received and the database and physical water boards are updated.

Understand all operations of Logistics and be able to work within each area.

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.
- Be familiar with and carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present yourself 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.
- Be able to lift and handle materials up to 70 pounds.
- Must be able to secure a Philmont driving permit.
- Must be 21 years of age by time of employment.

LOGISTICS REQUIREMENTS

- Must be able to type a minimum of 40 words per minute and use various computer database and radio systems.
- Must have excellent written and verbal communication skills.

PRINCIPLE RESPONSIBILITIES

- Learn how the Philmont Communications systems work to serve all participants of both Camping and Training Center.
- Have a full understanding of all operations of the Logistics Department.
- Trip plan weekly as assigned (approximately two days each week).
- Assist in training the Logistics staff in all aspects of communications.
- Assist in completing and/or deliver mid-season and end-of-season staff evaluations as requested by the Logistics Manager and/or Associate Logistics Manager - Communications.
- Write an end of season report on your part of the Logistics operation and make recommendations. Submit to the Logistics Manager for inclusion in the Logistics closeout report.

DAILY OPERATIONS

- Help to maintain Logistics facilities in clean and working condition.
- Maintain a detailed log of all radio communications.
- Maintain accurate reports for lost persons, fire responses, bear or mountain lion sightings, weather and other indicated incidents.
- Track ranch vehicle movements as they are reported to Logistics.
- Inform the Logistics Manager and/or Associate Logistics Manager - Communications of adverse conditions that could affect programs or safety.
- Coordinate communications operations with other services, particularly with Infirmary radio room operations.
- Make suggestions to the Logistics Manager and/or Associate Logistics Manager - Communications for improving the operation or for the good of Philmont.
- Assist and perform other duties and staff responsibilities as directed by the Logistics Manager and/or Associate Logistics Manager - Communications in order to fulfill the overall missions of the Logistics department, Philmont Scout Ranch, and the Boy Scouts of America.