

**LOGISTICS STAFF I
POSITION DESCRIPTION**

POSITION CONCEPT

Each staff member rotates between trip-planning and communications according to a pre-arranged schedule. The primary function is to assist crews in the final planning of their itinerary. The secondary function is to receive and transmit all radio, telephone and oral messages of a business nature occurring during your duty shift.

The principle objective as a trip-planner is to achieve excellence in planning and scheduling itineraries for each crew (represented by the crew leader and advisor) that are free of errors and omissions. The principle objective in communications is to achieve excellence in Philmont communications by promptly, accurately and articulately delivering and receiving all legitimate radio, telephone and oral messages initiated during your shift to the appropriate person(s).

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 18 years of age by time of employment.

PRINCIPLE RESPONSIBILITIES

- Learn how to present a Philmont itinerary without errors or omissions.
- Learn how to operate the radio and switchboard.
- Learn all Logistics functions as well as become familiar with the operations of other departments.
- Learn all camps, camps with radios, best ways to relay, who to contact for what, radio ten codes, radio unit numbers, and itinerary alteration procedures.
- Learn all Philmont and Logistics policies.
- Learn about Philmont programs, trails, and camps so that you can accurately and thoroughly advise crew leaders and advisors.
- Help to prepare the Logistics office for summer operations.

- Be part of the “Logistics Team” by willingly and cheerfully assisting with the entire work load (including trip-planning, communications, and transportation).
- Exercise tact and mature judgment in handling misunderstandings and problems.
- Be able to lift and handle materials up to 70 pounds.

DAILY OPERATIONS

- Help to maintain Logistics facilities and office in good appearance
- Make suggestions to the Manager or Assistant Managers for improving the operation.
- Keep the Logistics Manager informed of your whereabouts.
- Cordially receive and assist all person who come to the Logistics office.
- Brief a Philmont Itinerary to crews, being particularly attentive to food pickups, camp loads, horse rides, burro packing, special meals and the number of crew members and do so without errors or omissions.
- Advise leaders (crew and adults) concerning programs, trails, camps, water supplies, and map discrepancies.
- Help collate and maintain the Big Board and itinerary files indicating where each crew is located each night.
- Correctly handle requests for itinerary alterations.
- Help maintain rider sign-up and driver sign-out records, and vehicle location tag board.
- Maintain files of arrival plans cards, horse ride schedules, itinerary read-out sheets, camp check-in sheets and copies of each message received indicating its disposition.
- Maintain the message log.
- Facilitate the distribution of special food and other critical items to the backcountry.
- Help to enter data on all crews into the database and cross-check with other records to raise accuracy.
- Verify hours of approved conservation projects performed by crews attempting to qualify for the Fifty Miler Award and the Philmont Arrowhead patch
- Assist with other staff responsibilities as directed by the Logistics Manager or Associate Logistics Managers to insure that the mission of Philmont Scout Ranch is carried out.