

**LOGISTICS STAFF I & II
POSITION DESCRIPTION**

POSITION CONCEPT

Each staff member rotates between trip-planning, communications, and driving according to a pre-arranged schedule and their qualifications. His/her 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 business or emergency nature occurring during your duty shift. Another function for staff members 21 and over is to provide transportation for individuals to and from points of commercial transportation (airport, train-station, and bus-station).

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 as communicator 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). The principle objective as driver is to give prompt courteous service to those participants requiring transportation.

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 to serve as a driver (Logistics II)

PRINCIPLE RESPONSIBILITIES

- Learn how to present a Philmont itinerary without errors or omissions.
- Successfully operate the radio and switchboard. Hearing acuity adequate to discern different sounds and tones while operating the radio and phones.
- Perform all Logistics functions as well as become familiar with the operations of other departments.
- Learn all camps, best ways to relay, who to contact for what, radio ten codes, radio unit numbers, itinerary alteration procedures, and procedures for handling all types of emergencies.

- 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 “Logistic Team” by willingly and cheerfully assisting with the entire work load (including trip-planning, transportation and communications).
- Exercise tact and mature judgment in handling misunderstandings, problems and emergencies.
- Be able to lift and handle material up to 70 pounds.
- Attend Philmont Driver Training and secure a Philmont Driver Permit (for staff members who are 21 years and older.)

DAILY OPERATIONS

- Help to maintain Logistics facilities and office in good general appearance.
- Make suggestion to the Manager or Assistant Manager of Logistics for improving the operation.
- Keep the Logistics Manager informed of your whereabouts.
- Cordially receive and assist all persons who come to the Logistics during the day or night.
- Brief crews on their pre-assigned Philmont itinerary, 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 (youth and adult) 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 the vehicle location tag-board.
- Maintain files of arrival plans cards, horse ride schedules, itinerary read-out sheets, various logs and copies of each message received indicating its disposition.
- 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 Philmont Arrowhead patch.
- Keep the Logistics Manager and the Director of Program informed of all emergencies including lost person or crews, flooding, fires, deaths, etc.
- Assist with other staff responsibilities as directed by the Logistics Manager, Associate Logistics Managers or Coordinators to insure that the mission of Philmont Scout Ranch is carried out.