

**OUTFITTING SERVICES STAFF  
POSITION DESCRIPTION**

**POSITION CONCEPT**

The Outfitting Services Staff is responsible for assisting with the distribution, upkeep, inventory, and return of trek equipment, trail food, rental backpacks, and fuel distribution. This position helps prepare crews for the trail through exceptional customer service and the ability to multitask in a high energy work environment. This position is directly responsible to the Outfitting Services 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 18 years of age by time of employment.

**PRINCIPLE RESPONSIBILITIES**

- Become knowledgeable of the Philmont camping method and Philmont-issued equipment.
- Learn all facets of the Outfitting Services (food distribution, equipment, packs and gas) operation so you can appropriately assist participants and staff.
- Help to clean and prepare the entire Outfitting Services area for daily operation.
- Ability to lift and handle materials up to 70 pounds.

**DAILY OPERATIONS**

- Help maintain a clean, orderly, and friendly Outfitting Services facility.
- Assist crews in cleaning tents and dining flys once they return off the trail.
- Select and fit backpacks to participants and staff.
- Help maintain records and collect fees for rented/damaged/lost gear.
- Assist crews in refilling white gas and selecting canister fuel.
- Provide exceptional customer service to participants and staff alike.
- Cooperate and work with fellow Outfitting Services staff and other staff to smoothly process crews through all facets of the Outfitting Services operation.
- Keep the Manager of Outfitting Services informed of your whereabouts.
- Assist with other staff responsibilities as assigned to insure that the mission of the Philmont Scout Ranch is carried out.