

**OUTFITTING SERVICES TEAM LEADER
POSITION DESCRIPTION**

POSITION CONCEPT

The Outfitting Services Team Leader is responsible for assisting in efficiently operating, managing and supervising Trail Equipment, Initial Distribution Commissary, and Rental Equipment. This person 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 21 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.
- Train the Outfitting Services staff in all facets of the operation so they can shift from job to job as the work load changes.
- Instill an attitude of cheerful service among the staff.
- Under the direction of the Outfitting Services Manager, train, coach, supervise, mentor, and evaluate Outfitting Services staff members.
- Utilize the talents and abilities of the Outfitting Services staff and help them achieve their full potential and grow over the course of the summer.
- Must be able to secure a Philmont driving permit.
- Be able to lift and handle materials up to 70 pounds.

DAILY OPERATIONS

- See that all equipment and supplies are maintained and properly cared for.
- Assist the Manager in the supervision and upkeep of Outfitting Services.
- Help provide continuous on-the-job training for the Outfitting Services staff.
- Help maintain a clean, orderly, and friendly Outfitting Services operation.
- 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.
- See that all offices are kept clean and orderly.
- In the absence of the Manager, supervise the Outfitting Services operation.
- Assist with other staff responsibilities as assigned to insure that the mission of Philmont Scout Ranch is carried out.