

## POSITION DESCRIPTION

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<b>Position:</b>	Backcountry Warehouse Assistant Manager
<b>Department:</b>	Backcountry Warehouse
<b>Reports To:</b>	Backcountry Warehouse Manager
<b>Desired Availability:</b>	May 1 – August 31

### Philmont Standards

- Must be at least 18 years of age by start of employment; some positions require a minimum age of 21 by start of employment
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a completed BSA Annual Health and Medical Record to the Infirmary upon arrival
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

### Position Overview

The Backcountry Warehouse Assistant Manager is responsible for the backcountry equipment warehouse and the issue, storage, and maintenance of program equipment. This person is also responsible to assist the BCW Warehouse Manager to see that all equipment is available to be transported to the backcountry camps. This person reports directly to the Backcountry Warehouse Manager.

### Primary Duties & Responsibilities

- Assist the BCW Manager in the day to day operation of the Backcountry Warehouse, Program Storage Facility, Wardrobe Room, Shooting Sports/Gunsmith Room, and Magazine
- Cultivate good relations with Camp Directors and other Department Managers to ensure prompt service to all camps and efficient backcountry operations
- Help clean and prepare all Backcountry Warehouse facilities for summer operation
- Organize records and materials for summer operation
- Check the inventory of backcountry equipment, both program boxes and warehouse supplies, and inform the Associate Director of Program of any discrepancies or deficiencies
- Maintain a record of all equipment and material sent to each camp
- Work with Logistics daily to obtain any special equipment or special food packages for prompt delivery to their backcountry destinations
- Organize and prepare equipment and parcels to be transported to the backcountry camps
- Prepare and place equipment orders for supplies needed through the proper channels to ensure supplies are on hand through the season

Be a part of the Backcountry Warehouse Team by willingly and cheerfully assisting with the total workload, including tasks beyond the immediate scope of specialized function

- Assist the BCW Manager in providing leadership to and manage the members of the Backcountry Warehouse team, including Clerks, Firearms Specialist and Wardrobe Specialist
- Oversees the operation of the BCW in the absence of the BCW Manager
- Maintain a good general appearance of the backcountry warehouse, including floor space, working areas, and equipment shelving
- See that all materials to be transported to the backcountry are gathered and ready to go with the first available transportation
- Promptly process backcountry material requests, approved by the Backcountry Managers, and see that they are procured
- Maintain records of all equipment issued through the computerized inventory management system. Provide reports to CDs and BCMs through the season indicating usage, backorders, etc.
- Monitor inventory levels and procure materials as needed to ensure proper supply is on hand to support program operations in the backcountry
- Maintain a log of all items which were transported to the backcountry and by whom
- Be responsible for proper storage, care, use and maintenance of backcountry program supplies and equipment
- Maintain an up-to-date inventory of all backcountry program equipment and supplies
- Fill orders for program equipment and supplies at the direction of the Backcountry Managers
- Coordinate the Backcountry Warehouse operation with other departments to ensure backcountry needs are met in concert with the needs of the Ranch. Support other departments' needs to combine resources, save mileage, and wear and tear to vehicles
- Make suggestions to the Backcountry managers for improving the operations or for the good of Philmont
- Assist the BCW Manager in preparing a final report on the Backcountry Warehouse Operations and make recommendations reflecting careful thought and interest in Philmont
- Assist with other staff responsibilities as directed by the BCW Manager to ensure that the mission of the Philmont Scout Ranch is carried out

### Qualifications/Experience

- Strong organizational leader
- Must be able to secure a Philmont driving permit
- Previous Philmont backcountry staff experience preferred
- Computer literate on Microsoft Office applications is necessary for use during the pulling and processing of orders through the BCW Inventory Management software

### Physical Requirements & Work Environment

- Occasional trips to the backcountry to assist with deliveries or equipment needs at camp may be necessary, which will require meeting the hiking requirements for Philmont Scout Ranch
- Must be able to lift and handle materials up to 70 lbs.

### Additional Information

Send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org).

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**Updated:** 8/18/2020