

## POSITION DESCRIPTION

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<b>Position:</b>	Backcountry Warehouse Clerk
<b>Department:</b>	Backcountry Warehouse
<b>Reports To:</b>	Backcountry Warehouse Manager
<b>Desired Availability:</b>	May 20 – 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 Clerk is responsible for the backcountry equipment warehouse and the issue, storage, and maintenance of program equipment. This person is also responsible to see that all equipment and special food bags available at Logistics Services are to be transported to the backcountry camps. This person is responsible to the Backcountry Warehouse Manager.

### Primary Duties & Responsibilities

- Help clean and prepare the Backcountry Warehouse facilities for summer operation
- Be responsible for proper storage, care, use and maintenance of backcountry program supplies and equipment
- Verify the inventory of backcountry equipment and inform the Backcountry Warehouse Manager of any discrepancies or if any items are in short supply
- Maintain a record of equipment and material sent to each camp by utilizing the BCW Inventory Management Software
- 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
- Maintain a good general appearance of the backcountry equipment warehouse
- 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 a log of all items which were transported to the backcountry and by whom

- 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 Warehouse Manager
- Provide input and suggestions to the BCW Manager that will assist them in writing a final report on the summer BCW operations and make recommendations reflecting careful thought and interest in Philmont
- 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 with other staff responsibilities as directed by the Backcountry Equipment Manager to ensure that the mission of the Philmont Scout Ranch is carried out

### Qualifications/Experience

- Must be able to secure a Philmont driving permit
- Previous Philmont trek 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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*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**Updated:** 8/18/2020