

## POSITION DESCRIPTION

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<b>Position:</b>	Outfitting Services Assistant Manager
<b>Department:</b>	Outfitting Services
<b>Salary Level:</b>	II (Specialists/Foremen)
<b>Default Housing:</b>	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Outfitting Services Manager
<b>Desired Availability:</b>	May 15 – August 31

### Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- 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 complete and current BSA Annual Health and Medical Record to the Infirmary upon arrival including review of risk advisory and immunization requirements
- 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 Outfitting Services Assistant Manager is responsible for assisting in efficiently operating, managing and supervising Trail Equipment, Initial Distribution Commissary, and Rental Equipment.

### Primary Duties & 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
- 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 flies 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.
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 21 years of age by time of employment.
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Supply chain/distribution/retail experience suggested

### Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching

### Additional Information

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

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

*Philmont and the Boy Scouts of America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*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:** 12/16/2021