

POSITION DESCRIPTION

Position:	Outfitting Services Manager
Department:	Outfitting Services
Salary Level:	IV (Manager/Director)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Base Camp Manager
Desired Availability:	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 Manager supervises the overall operation of the Trail Equipment, Initial Distribution of Commissary, and Equipment Rental.

Primary Duties & Responsibilities

- Learn and train all facets of the Outfitting Services responsibilities concerning equipment, food distribution, and packs and gas.
- Train the Outfitting Services staff in all facets of the operation so they can shift from job to job as the work load changes.
- Operate the Outfitting Services complex for the convenience of participants and staff.
- Maintain and care for all Outfitting Services facilities and equipment.
- See that accurate inventories are maintained for all equipment and supplies.
- Write an end of season report and make recommendation for improvement.
- Collaborate with the Base Camp Manager and other Base Camp department managers to play an integral role in the Day 1 and Last Day operations.
- Maintain Outfitting Services facilities by cleaning daily to keep in good operating condition and appearance.
- Train, coach, supervise, mentor, and evaluate all Outfitting Services staff members.
- Utilize the talents and abilities of the Team Leaders and Outfitting Services Staff and help them achieve their full potential and grow over the course of the summer.
- Write the work schedule for the Outfitting Services Department.

- Help maintain records and collect fees for rented/damaged/lost gear.
- Report maintenance needs to the appropriate personnel for the Outfitting Services complex.
- Keep track of material needs and submit Material Request Forms to the Associate Director of Program – Base Camp in a timely manner.
- Provide exceptional customer service to staff and participants alike.
- See that all offices are kept clean and orderly.
- Provide continuous on-the-job training for all Outfitting Services staff
- 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
- Must be able to secure a Philmont driving permit.

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

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