

POSITION DESCRIPTION

Position:	Outfitting Services Staff
Department:	Outfitting Services
Salary Level:	I (General Staff)
Default Housing:	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Outfitting Services Assistant Manager
Desired Availability:	May 26 – August 22

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 Staff is responsible for assisting with the distribution, upkeep, inventory, and return of trek equipment, trail food, rental backpacks, and fuel distribution. This position helps prepare crews for the trail through exceptional customer service and the ability to multitask in a high energy work environment.

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.
- Help to clean and prepare the entire Outfitting Services area for daily operation.
- Help maintain a clean, orderly, and friendly Outfitting Services facility.
- 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.
- Cooperate and work with fellow Outfitting Services staff and other staff to smoothly process crews through all facets of the Outfitting Services operation.
- Keep the Manager of Outfitting Services informed of your whereabouts.

- Assist with other staff responsibilities as assigned to insure that the mission of the Philmont Scout Ranch is carried out.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 18 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

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