

## POSITION DESCRIPTION

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<b>Position:</b>	Backcountry Distribution and Support Manager
<b>Department:</b>	Backcountry Program
<b>Salary Level:</b>	V (Administrator/Professional)
<b>Default Housing:</b>	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Senior Associate Director of Camping
<b>Desired Availability:</b>	May 15 – 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 Backcountry Distribution and Support Manager ensures the efficient distribution of people, equipment and supplies to and from the backcountry. This position works closely with the Backcountry Warehouse and Backcountry Managers.

### Primary Duties & Responsibilities

- Coordinate the transportation of people, equipment and supplies to and from the backcountry.
- Facilitate the collection and distribution of money (red bags), licenses, and other important records to and from the backcountry to the appropriate departments.
- Coordinate transportation needs with all available resources and departments and develop systems to efficiently meet backcountry equipment and staffing needs.
- Assist when needed with obtaining backcountry program supplies off Ranch.
- Assist with program operation and equipment questions and concerns. Provide training when needed.
- Serve as a liaison between the backcountry and other departments particularly with transportation needs.
- Maximize efficiencies with transportation needs across the ranch. Work towards lowering overall mileage while still meeting the needs of Philmont.
- Work closely with Logistics to assist with transportation routing, awareness of roads and weather conditions, and other departments that travel in the backcountry.
- Assist with PhilSAR operations and missions, when called upon
- 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
- Must be able to secure a Philmont driving permit
- Previous Philmont leadership experience preferred
- Supply chain/distribution/retail experience suggested
- Ability to function well in a high-paced and at times stressful environment

## 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 sitting, 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:** 7/9/2022