

POSITION DESCRIPTION

Position:	Backcountry Warehouse Manager
Department:	Backcountry Warehouse
Salary Level:	V (Administrator/Professional)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Senior Associate Director of Camping
Desired Availability:	May 15 – August 21

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 Warehouse Manager 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 is available to be transported to the backcountry camps. This person reports to the Senior Associate Director of Program for Backcountry Operations.

Primary Duties & Responsibilities

- Responsible for the day to day operation of the Backcountry Warehouse, Program Storage Facility, Wardrobe Room, Shooting Sports/Gunsmith Room, and Magazine.
- Cultivate good relations with Camp Directors and other Department Managers to ensure prompt service to all camps and efficient backcountry operations.
- Help clean and prepare all Backcountry Warehouse facilities for summer operation.
- Organize records and materials for summer operation.
- Check the inventory of backcountry equipment, both program boxes and warehouse supplies, and inform the Associate Director of Program of any discrepancies or deficiencies.
- Maintain a record of all equipment and material sent to each camp.
- Organize and prepare equipment and parcels to be transported to the backcountry camps.
- Prepare and place equipment orders for supplies needed through the proper channels to ensure supplies are on hand through the season.

- Be a part of the Backcountry Manager Team by willingly and cheerfully assisting with the total work load, including tasks beyond the immediate scope of specialized function.
- Provide leadership to and manage the members of the Backcountry Warehouse team, including the Assistant Manager, Clerk, Firearms Specialist and Wardrobe Specialist. 2
- Maintain a good general appearance of the backcountry equipment warehouse, including floor space, working areas, and equipment shelving.
- 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 records of all equipment issued through the computerized inventory management system. Provide reports to CDs and BCMs through the season indicating usage, backorders, etc.
- Monitor inventory levels and procure materials as needed to ensure proper supply is on hand to support program operations in the backcountry.
- Maintain a log of all items which were transported to the backcountry and by whom.
- Be responsible for proper storage, care, use and maintenance of backcountry program supplies and equipment.
- 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 Managers.
- Coordinate the Backcountry Warehouse operation with other departments to ensure backcountry needs are met in concert with the needs of the Ranch. Support other departments' needs to combine resources, save mileage, and wear and tear to vehicles.
- Make suggestions to the Backcountry managers for improving the operations or for the good of Philmont.
- Write a final report on the Backcountry Equipment Operations and make recommendations reflecting careful thought and interest in Philmont.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Strong organizational leader
- Ability to function well in a high-paced and at times stressful environment
- Must be able to secure a Philmont driving permit
- Previous Philmont backcountry staff 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 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

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: 10/10/2022