

## POSITION DESCRIPTION

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<b>Position:</b>	Backcountry Warehouse Specialist: Firearms
<b>Department:</b>	Backcountry Program
<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>	Backcountry Warehouse Manager
<b>Desired Availability:</b>	May 27 – 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 Firearm Specialist is a member of the Backcountry Warehouse staff and an integral part of the Philmont Team. This position is responsible for the supporting of our shooting sports programs through maintenance, supply, inventory control, and good customer service.

### Primary Duties & Responsibilities

- Responsible for the maintenance, repair, and upkeep of all Philmont owned firearms so they may be safely used in the delivery of the shooting sports programs at Philmont Scout Ranch.
- Help maintain adequate inventories on all shooting sports supplies and materials and ensure all inventory control methods are in place.
- Maintain adequate records of firearm deliveries, maintenance performed, shipping, and supply orders and deliveries using the proper forms and documents provided by Philmont.
- Assist with NRA training at the beginning of the season and ensure materials are available for class, the secure transportation of firearms used in training, and serve as the lead instructor for evening firearm specific cleaning training
- Make periodic site visits to each shooting sports program to ensure the safe use, storage, recordkeeping, cleaning, etc. is taking place and to assist staff with questions they have regarding the care of their camp's firearms.
- Ensure the opening supply delivery for each camp is staged and ready for delivery during scatter. (This would include ammunition, firearms, cleaning supplies, patches, etc.)

- Materials to be distributed upon the receipt of a material request by the camp director and signed by a Backcountry Manager or Associate Director of Program (Backcountry). PTC merchandise may only be distributed with a signed material request from the PTC Shooting Sports Director or Associate Director of Program (PTC).
- Maintain a regular delivery schedule of supplies based on usage reports and forecasted needs to each of the shooting sports programs.
- Prepare ammunition and supply orders as necessary through the course of the summer and ensure they are ready for delivery with at a Backcountry Manager or with a member of Management.
- Clearly and effectively communicate with vendors and shooting sports committee members via phone and email to order needed supplies, return malfunctioning firearms for warranty service, answer questions and to address needs for the Philmont Shooting Sports programs.
- Complete training in the proper procedures for reloading ammunition and the use of a Dillon Super 1050 Progressive press. Responsible for the cleaning of brass and reloading of .38 spl ammunition to meet the needs of Philmont's Cowboy Action Shooting program through the course of the summer.
- Perform an opening and closing inventory of the gun room and ammunition magazine.
- Complete an end of season report for the Senior Associate Director of Program.
- Maintain a clean and efficient workspace in the Gun Room and in the Backcountry Warehouse.
- Computer and Microsoft Office experience is desirable due to the nature of the Backcountry Warehouse inventory systems, ordering, and record keeping requirements.
- Review Weekly Shooting reports from each camp and enter data into the master spreadsheet. Report to be submitted every Monday to the CRSO/Associate Director of Program.
- As a member of the Backcountry Warehouse staff, assist with the daily operation of the BCW by preparing orders, interacting with staff, repairing of broken materials, recordkeeping, etc. (Firearm needs take precedence, but the BCW needs to support of all staff members to ensure all camps are able to provide program to our participants
- 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
- Must have completed specialized training and education in the repair and maintenance of all firearms used at Philmont Scout Ranch. (Successfully completing the first year of study at TSJC Gun Smithing School will meet this requirement.)
- Once on site, complete NRA certifications for BIT, RSO, and the following disciplines: Rifle, Shotgun, Muzzle Loading, and Pistol. (Prior and current NRA certifications will meet this requirement.)

### 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