

POSITION DESCRIPTION

Position:	Logistics Communications Coordinator
Department:	Logistics Services
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Associate Manager of Communications
Desired Availability:	May 20 – August 25

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 Communications Coordinator is directly responsible to the Associate Logistics Manager - Communications and Logistics Manager and for the operation of the Logistics Radio Room, including radio operations, switchboard operations, daily and emergency on-Ranch communication operations and the distribution room. The coordinator also coordinates operational support through tracking Ranch vehicles, maps and tracking of incidents.

Under direct supervision of the Associate Logistics Manager - Communications, or the Logistics Manager, lead the communications functions of the Logistics department. Assist in oversight and training Logistics staff in Communications functions; provide training to other departments in radio use and communications functions; create list of camps with outstanding water reports weekly; insure water reports are received and the database and physical water boards are updated.

Primary Duties & Responsibilities

- Learn how the Philmont Communications systems work to serve all participants of both Camping and Training Center.
- Have a full understanding of all operations of the Logistics Department.
- Trip plan weekly as assigned (approximately two days each week).
- Assist in training the Logistics staff in all aspects of communications.
- Assist in completing and/or deliver mid-season and end-of-season staff evaluations as requested by the Logistics Manager and/or Associate Logistics Manager - Communications.

- Write an end of season report on your part of the Logistics operation and make recommendations. Submit to the Logistics Manager for inclusion in the Logistics closeout report.
- Help to maintain Logistics facilities in clean and working condition.
- Maintain a detailed log of all radio communications.
- Maintain accurate reports for lost persons, fire responses, bear or mountain lion sightings, weather and other indicated incidents.
- Track ranch vehicle movements as they are reported to Logistics.
- Inform the Logistics Manager and/or Associate Logistics Manager - Communications of adverse conditions that could affect programs or safety.
- Coordinate communications operations with other services, particularly with Infirmity radio room operations.
- Make suggestions to the Logistics Manager and/or Associate Logistics Manager - Communications for improving the operation or for the good of Philmont.
- 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.
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Must be able to type a minimum of 40 words per minute and use various computer database and radio systems.

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 75% of the workday could be spent standing, walking, bending, stooping, kneeling, sitting 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: 7/9/2022