

POSITION DESCRIPTION

Position:	Trip Planning 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 Trip Planning
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 Trip Planning Coordinator is directly responsible to the Associate Logistics Manager - Trip Planning for coordinating Philmont itinerary planning. The position is typically stationed at the front desk and helps direct crews and staff to the resources they need. The position assists in preparing materials and resources for informational boards and itinerary trip plans.

Primary Duties & Responsibilities

- Learn the Philmont itineraries and how the trip planning system works to serve all crews in trek preparedness.
- Become completely cognizant of the operation of the Logistics Department.
- Assist in training the Logistics Staff in all aspects of the department.
- Help to maintain Logistics facilities and provide a good general appearance of the office.
- Provide guidance to Logistics staff is helping them deliver the best trip plans possible to the crews they interact with.
- Assist and process Rangers with selecting a trip plan appointment.
- Greet and assist both trailbound and homebound crews.
- Prepare Crew Leader Copy forms.
- Process special dietary foods.
- Provide trip planning for crews when needed.
- Write an end of season report on your part of the Logistics operation and make any recommendations.

- Coordinate Logistics Transportation with other services.
- Make suggestions to the Logistics Manager for improving the operation or for the good of Philmont.
- Assist with other staff responsibilities as directed by the Logistics Manager and Associate Logistics Manager – Trip Planning to insure that the mission of Philmont Scout Ranch is carried out.
- 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

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

Provide any additional information & generic contact information (no names or individual phone numbers/emails).

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