

POSITION DESCRIPTION

Position:	Winter Backcountry Warehouse Clerk
Department:	Backcountry Warehouse
Salary Level:	II (Specialists/Foremen)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Backcountry Warehouse Manager
Desired Availability:	January 4 – April 30

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 Scouting 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 Scouting America Annual Health and Medical Record (Parts A, B, & C) 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 Winter Backcountry Warehouse Clerk is responsible for the backcountry equipment warehouse and the issue, storage, and maintenance of program equipment. Staff in this position will also be called upon to assist with other programs happening during the winter (National Camp School/PTC Events/Ranch Committee/etc.).

Primary Duties & Responsibilities

- Help clean and prepare the Backcountry Warehouse facilities for summer operation
- Be responsible for proper storage, care, use and maintenance of backcountry program supplies and equipment
- Verify the inventory of backcountry equipment and inform the Backcountry Warehouse Manager of any discrepancies or if any items are in short supply
- Maintain a record of equipment and material sent to each camp by utilizing the BCW Inventory Management Software
- Organize and prepare equipment and parcels to be transported to the backcountry camps
- Maintain a good general appearance of the backcountry equipment warehouse
- See that all materials to be transported to the backcountry are gathered and ready to go with the first available transportation
- 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 Winter Backcountry Warehouse Manager

- Provide input and suggestions to the BCW Manager that will assist them in writing a final report on the summer BCW operations and make recommendations reflecting careful thought and interest in Philmont
- Be a part of the Backcountry Warehouse Team by willingly and cheerfully assisting with the total workload, including tasks beyond the immediate scope of specialized function
- Assist with other staff responsibilities as directed by the Backcountry Warehouse Manager to ensure that the mission of the Philmont Scout Ranch is carried out
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be able to secure a Philmont driving permit
- Previous Philmont trek experience preferred
- Ability to function well in a fast-paced, dynamic, and sometimes stressful environment
- 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 Scouting America height/weight requirements
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Be capable and willing to work in all types of weather conditions at various locations
- 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 Scouting 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: 9/14/2026