

**BACKCOUNTRY DISTRIBUTION AND SUPPORT MANAGER
POSITION DESCRIPTION**

POSITION CONCEPT

The Backcountry Distribution and Support Manager ensures the efficient distribution of people, equipment and supplies to and from the backcountry. This position works closely with the Backcountry Warehouse and Backcountry Managers. This position reports to an Associate Director of Program.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedure of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 21 years of age by time of employment.

PRINCIPLE RESPONSIBILITIES

- Coordinate the transportation of people, equipment and supplies to and from the backcountry.
- Facilitate the collection and distribution of money (red bags), licenses, and other important records to and from the backcountry to the appropriate departments.
- Coordinate transportation needs with all available resources and departments and develop systems to efficiently meet backcountry equipment and staffing needs.
- Assist when needed with obtaining backcountry program supplies off Ranch.
- Assist with program operation and equipment questions and concerns. Provide training when needed.
- Serve as a liaison between the backcountry and other departments particularly with transportation needs.
- Maximize efficiencies with transportation needs across the ranch. Work towards lowering overall mileage while still meeting the needs of Philmont.
- Work closely with Logistics to assist with transportation routing, awareness of roads and weather conditions, and other departments that travel in the backcountry.
- Must be able to secure a Philmont driving permit.
- Submit a completed Philmont Health and Medical Form, meet the Height/Weight Requirements for backcountry participation, and be able to lift and handle materials up to 70 pounds.
- Assist with PhilSAR operations and missions, when called upon.
- Assume any other responsibilities assigned by an Associate Director of Program.