

**BACKCOUNTRY WAREHOUSE – FIREARM SPECIALIST
POSITION DESCRIPTION**

POSITION CONCEPT

The Firearm Specialist is a member of the Backcountry Warehouse staff and an integral part of the Philmont Team. This person is directly responsible to the Backcountry Warehouse Manager. This position is responsible for the supporting of our shooting sports programs through maintenance, supply, inventory control, and good customer service.

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.
- Must be able to obtain a Philmont Driver's Permit.

PRINCIPLE RESPONSIBILITIES

- Provide cheerful, helpful, and efficient service to all Philmont staff and participants. Maintain a friendly, cheerful, and helpful attitude to insure that participants have an enjoyable experience. Where possible, solve their needs and concerns, where not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest in a clean, and correctly worn uniform as described in the staff guidebook.
- 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.
- 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.)
- 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.

- 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.
- 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 Associate Director of Program.
- Must be able to lift and handle materials up to 70 lbs.
- 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.
- Assist with other staff responsibilities as directed by the Backcountry Warehouse Manager or Associate Director of Program to ensure the mission of Philmont Scout Ranch is carried out.