

**BACKCOUNTRY WAREHOUSE MANAGER  
POSITION DESCRIPTION**

**POSITION CONCEPT**

The Backcountry Warehouse Manager is responsible for the backcountry equipment warehouse and the issue, storage and maintenance of program equipment. This person is also responsible to see that all equipment is available to be transported to the backcountry camps. This person reports to the Associate Director of Program for Backcountry Operations.

**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.

**PRINCIPLE RESPONSIBILITIES**

- Responsible for the day to day operation of the Backcountry Warehouse, Program Storage Facility, Wardrobe Room, Shooting Sports/Gunsmith Room, and Magazine.
- Cultivate good relations with Camp Directors and other Department Managers to ensure prompt service to all camps and efficient backcountry operations.
- Help clean and prepare all Backcountry Warehouse facilities for summer operation.
- Organize records and materials for summer operation.
- Check the inventory of backcountry equipment, both program boxes and warehouse supplies, and inform the Associate Director of Program of any discrepancies or deficiencies.
- Maintain a record of all equipment and material sent to each camp.
- Organize and prepare equipment and parcels to be transported to the backcountry camps.
- Prepare and place equipment orders for supplies needed through the proper channels to ensure supplies are on hand through the season.
- Be a part of the Backcountry Manager Team by willingly and cheerfully assisting with the total work load, including tasks beyond the immediate scope of specialized function.
- 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.
- Must be able to secure a Philmont driving permit.
- Provide leadership to and manage the members of the Backcountry Warehouse team, including the Assistant Manager, Clerk, Firearms Specialist and Wardrobe Specialist.

## DAILY OPERATIONS

- Maintain a good general appearance of the backcountry equipment warehouse, including floor space, working areas, and equipment shelving.
- See that all materials to be transported to the backcountry are gathered and ready to go with the first available transportation.
- Promptly process backcountry material requests, approved by the Backcountry Managers, and see that they are procured.
- Maintain records of all equipment issued through the computerized inventory management system. Provide reports to CDs and BCMs through the season indicating usage, backorders, etc.
- Monitor inventory levels and procure materials as needed to ensure proper supply is on hand to support program operations in the backcountry.
- Maintain a log of all items which were transported to the backcountry and by whom.
- Be responsible for proper storage, care, use and maintenance of backcountry program supplies and equipment.
- 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 Backcountry Managers.
- Coordinate the Backcountry Warehouse operation with other departments to ensure backcountry needs are met in concert with the needs of the Ranch. Support other departments' needs to combine resources, save mileage, and wear and tear to vehicles.
- Make suggestions to the Backcountry managers for improving the operations or for the good of Philmont.
- Write a final report on the Backcountry Equipment Operations and make recommendations reflecting careful thought and interest in Philmont.
- Assist with other staff responsibilities as directed by the Associate Director of Program to insure that the mission of the Philmont Scout Ranch is carried out.