

**LOGISTICS MANAGER
POSITION DESCRIPTION****POSITION CONCEPT**

The Logistics Manager is responsible for coordinating itinerary planning, transportation, equipment distribution, communication, and emergency operations. This position oversees the training, work schedule, morale, and evaluation of their staff and keep inventory of supplies and material needs. This position reports to the Associate Director of Program – Base Camp.

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.
- Be able to lift and handle materials up to 70 pounds.
- Must be able to secure a Philmont Driving Permit.

PRINCIPLE RESPONSIBILITIES

- Become completely cognizant of the operation of the Logistics Department.
- Train, supervise, coach, and evaluate Assistant Managers and Coordinators.
- Train the Logistics Staff in all aspects of the department.
- Collaborate with the Base Camp Manager and other Base Camp department managers to play an integral role in the Day 1 and Last Day operations.
- Utilize the Philmont Roster & Arrival Gateway for crew tracking and database entries.

DAILY OPERATIONS

- Help to maintain Logistics facilities and supplies and provide a good general appearance of the office.
- Develop and implement the staff training schedule for Logistics.
- Write the department's staff work schedule to ensure all department functions are appropriately staffed.
- Answer phone and email inquiries pertaining to Philmont treks, programs, and logistical concerns.

- Serve as the manager on duty/manager on call to provide leadership and support during emergency situations.
- Assist crews who are having difficulty on the trail by providing guidance and support or seeking resources to assist the crew in the backcountry.
- Attend Ranch Operations Meetings on Saturday mornings. Report on information on behalf of Logistics and compile updates and notes to share with Logistics managers.
- Provide coaching and guidance to Logistics staff to help them continually grow and improve.
- Perform midseason and end of season evaluations and review with staff members.
- Keep record of Logistics vehicles and perform weekly vehicle inspections.
- Keep inventory of office supplies and needs and submit material request forms to supervisor for approval.
- Submit a closing report at the end of the summer to highlight the Logistics operation and provide advice for future growth and development. The report should include essential records and data useful in determining future backcountry itineraries and policies.
- Assist with other duties as assigned to insure that the mission of Philmont Scout Ranch is carried out.