

**LOGISTICS TRANSPORTATION COORDINATOR  
POSITION DESCRIPTION**

**POSITION CONCEPT**

The Transportation Coordinator is directly responsible to the Associate Logistics Manager - Trip Planning for coordinating Philmont bus transportation, keeping accurate record of the use of vehicles and seeing that authorized people are transported to the right place at the right time.

The incumbent's primary function is to see that all necessary transportation is provided in the most efficient and economical way. He/she is to develop a working relationship with the contracted bus company and Training Center personnel for a balanced and effective schedule.

**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**

- Learn how the Transportation system works to serve all participants of both Camping and Training Center.
- Become completely cognizant of the operation of the Logistics Department.
- Assist in training the Logistics Staff in all aspects of the department.
- Be able to lift and handle materials up to 70 pounds.
- Must be able to secure a Philmont Driving Permit.

**DAILY OPERATIONS**

- Help to maintain Logistics facilities and provide a good general appearance of the office.
- See that all necessary transportation for people and materials is at the right place at the right time.
- Supervise vehicle drivers that may be assigned to Logistics.
- Maintain a log of all transportation originating from the Logistics office including reasons for each trip, the capacity of each vehicle used, the number of persons transported, the point of origin and the destination.

- Maintain a log of travel and transportation provided by any logistics vehicle through the prescribed sign out/in system. Make sure all drivers are informed regarding priority riders awaiting transportation.
- Write an end of season report on your part of the Logistics operation and make any recommendations.
- Coordinate Logistics Transportation with other services.
- Make suggestions to the Logistics Manager for improving the operation or for the good of Philmont.
- Assist with other staff responsibilities as directed by the Logistics Manager and Associate Logistics Managers to insure that the mission of Philmont Scout Ranch is carried out.