

**LOGISTICS TRIP PLANNING COORDINATOR
POSITION DESCRIPTION****POSITION CONCEPT**

The Trip Planning Coordinator is directly responsible to the Associate Logistics Manager - Trip Planning for coordinating Philmont itinerary planning. The position is typically stationed at the front desk and helps direct crews and staff to the resources they need. The position assists in preparing materials and resources for informational boards and itinerary trip plans.

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 the Philmont itineraries and how the trip planning system works to serve all crews in trek preparedness.
- 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.
- Provide guidance to Logistics staff is helping them deliver the best trip plans possible to the crews they interact with.
- Assist and process Rangers with selecting a trip plan appointment.
- Greet and assist both trailbound and homebound crews.
- Prepare Crew Leader Copy forms.
- Process special dietary foods.
- Provide trip planning for crews when needed.

- 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 Manager – Trip Planning to insure that the mission of Philmont Scout Ranch is carried out.