

**CAMPING HEADQUARTERS TRANSPORTATION CLERK
POSITION DESCRIPTION**

POSITION CONCEPT

The Transportation Clerk is directly responsible to the Associate Director of Program for arranging and coordinating emergency transportation home, keeping an accurate record of the use of vehicles and seeing that authorized people are transported to the right place at the right time.

The primary function is to see that all necessary transportation is provided in the most efficient and economical way. The clerk is to develop a working relationship with all forms of transportation, (including bus, train and airlines) to assure timely transportation home. This includes helping participants secure the most economical transportation in a timely manner.

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 the Camping and the Training Center. (Special attention to coordinate transportation with Training Center and Logistics.)
- Be able to lift and handle material up to 70 pounds.
- Be able to stand for long periods of time.
- Be able to walk to all locations on base camp, sometimes numerous times daily.
- Must be able to secure a Philmont driving permit.

DAILY OPERATIONS

- See that all necessary transportation for people and materials is at the right place at the right time.
- Supervise any vehicle drivers that may be assigned (and help secure drivers).
- Maintain a log of all transportation (including reasons for each trip, the capacity of each vehicle used, the number of persons transported, the point of origin and the destination).
- Coordinate operations with other services.

- Make suggestions to the Associate Director of Program for improving the operation or for the good of Philmont.
- Assist with other staff responsibilities as directed by the Associate Director of Program to insure that the mission of Philmont Scout Ranch is carried out.
- When not involved in transportation, help in the camping office with filing, registration, and other clerical duties.

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