

PROGRAM LOGISTICS SPECIALIST

JOB DESCRIPTION



Department: CAMP OPERATIONS

Position Summary:

The Logistics Specialist serves as a liaison between various teams and departments at Camp Korey to ensure efficiency and smooth operations of our summer camp program. This position will be primarily responsible for the set up and tear down of activity areas and events, gathering and distributing supplies around camp, assisting with housekeeping and kitchen duties, and overseeing general preparation of the camp program, cleanliness, safety, and hygiene of camp property. This position will require the use of sound judgement and ability to work independently and collaboratively in a team setting, as well as the ability to multitask and juggle competing priorities.

Reports to: PROGRAM MANAGER

REQUIREMENTS

- 19 years old or completion of one year of college
- Have the physical and mental capability of caring for Camp Korey's unique demographic of campers
- Commit to the entire length of the summer June 11-Aug 13, 2020
- Position requires a flexible work schedule, including evening and weekend hours
- Must have physical ability and stamina to set up, tear down, and lead camp events and walk long distances over uneven terrain
- Must reside on-site at camp for the duration of the summer
- Must pass a thorough background check
- Must have a valid driver's license and clean driving record
- Must be free of any communicable illness and have current immunizations/vaccines
- Current CPR/AED certification required or willingness to get certified

RESPONSIBILITIES:

1. Work closely with staff to ensure that events and activities are set up properly, program needs are clearly communicated, and activity staff have adequate time for set up and tear down of each program area.
2. Instruct staff in and maintain the cleanliness and safety of camp, including the dining hall, activity spaces, cabins, and storage areas.
3. Complete training in operating various camper activities and assist staff with facilitating activities when needed, including creative arts, teambuilding, special events, and nature-based programming.
4. Oversee inventory of activity supplies and notify the Program Manager or Camp Director when supplies need to be ordered.
5. Conduct regular inspections of camp equipment and immediately inform the Program Manager or Camp Director of any issues or repairs needed.
6. Assist housekeeping staff with cleaning and organizing cabins and activity spaces around camp property. Assist with camper laundry when needed, such as after messy activities and swimming.
7. Work with the Volunteer Coordinator to ensure volunteers receive all needed materials for their welcome to camp, orientation, and for the duration of their stay at camp.
8. Work closely with the Residential Life Leader to conduct daily cabin checks and ensure all camper and staff cabins are well maintained, stocked, and clean; including choosing the daily "Golden Plunger" award for cleanest cabin.
9. Assist kitchen staff with set up of the dining hall and clean up after meals. Provide supervision to campers in the leadership program with these duties as scheduled.
10. Collaborate with the residential life and medical teams to ensure campers have their personal needs taken care of, including hydration, sunscreen, insect repellent, toiletries, extra clothing, etc.
11. Accompany campers on transportation runs to/from regional airports, train stations, and/or bus drop-offs.
12. Responsible for knowing and adhering to the policies and procedures contained within the camp manual.
13. Perform any other duties as deemed necessary by the Camp Director and Program Manager.