

LOGISTICS SPECIALIST

JOB DESCRIPTION



Title: Logistics Specialist

Reports to: Program Coordinator & Logistics Lead

Status: Summer 2024, Seasonal

Stipend: \$4,000

Benefits: Room and Board, Employee Assistance Program, Optional 401k if over 21

Prior to applying to Camp Korey Seasonal Summer Staff please be ready to commit to:

1. Providing the safest camp environment possible, 2023 Camp Korey Seasonal Staff will be required to practice intentional COVID safety and consciousness for the entirety of their summer contract. All staff will be required to be vaccinated, tested weekly, and practice safe masking and hygiene protocols. Camp Korey is committed to doing whatever we can to provide the safest camp environment possible for campers, families, staff, and volunteers.
2. Frequent health screenings and commitment to follow all safety protocols while on Camp Korey property. Masks may be a requirement.

Position Summary:

Logistics staff are the behind-the-scenes superheroes every camp program needs! The logistics team will be “jacks of all trades” with a willingness to support, set up, tear down, clean, and adapt program areas as needed to ensure safe programming for campers and families.

This role is also responsible for the safe transport of campers and staff. Because the Camp Korey property is so large and spread out, we rely heavily on alternative transportation to move between various activity areas. The Logistics specialist be trained in driving our trams, GEM carts, and camp vehicles. Requirements for this position will be a clean driving record and current driver's license. This role will require someone who is flexible, can physically put our wheelchair ramps up and down on the trams, and has a willingness to spend the majority of the day moving people from one activity area to another.

Examples of program areas include: Arts and Crafts, Archery, Kitchen, Pool, Fishing & Boating, Open Choice, Early Bird, and more. Logistics staff will support all outcome-based activities at Camp Korey and play a vital role in the overall success of the program. Logistics may be asked to help with meal service, parent programming, family time activities, or to be an extra set of eyes for ratio and numbers.

REQUIREMENTS for Employment- General

- Minimum 18 years of age
- Clean Driving Record
- Current Driver's License
- Proven experience in working with youth
- 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 18-August 23, 2024
- Commitment to punctuality and a willingness to work within a flexible environment and work schedule
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Must practice strong, positive collaboration, communication, and team building skills
- Attend and participate in all trainings, meetings, and planning sessions as directed
- Maintain camper and colleague confidentiality at all times
- Must have physical ability and stamina to set up, tear down, move equipment, lead camp events and walk long distances over uneven terrain
- Must reside on-site property and practice COVID safety for the duration of the summer

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- Must pass a thorough background check
- Must be free of any communicable illness and have current immunizations/vaccines including COVID
- Current CPR/AED certification required or willingness to get certified
- Ability to lift up to 50lbs of equipment (Assistive devices, ADA ramp)

RESPONSIBILITIES- Specific

1. Ensure all activities are in line with the Camp Korey philosophy of intentional programming which includes designing fun and developmentally appropriate activities that are adaptable, inclusive, and medically safe for campers and families.
2. Provide transportation support by driving camp vehicles (ex. Vans, trams, etc.) to transport campers across camp.
3. Assist in airport pickups and drop-offs for campers, volunteers and staff.
4. Support all operational needs relevant to our population, their needs, abilities, and age.
5. Support Camp Korey activities to ensure they are strengths-based and universally accessible. Activities should seek to increase connection, autonomy, resilience, and a positive self-image for each camper who participates.
6. Be responsible for the modeling and enforcement of all CDC and State guidelines for campers and staff.
7. Work closely and collaborate 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.
8. Instruct staff in and help maintain the cleanliness and safety of camp, including the dining hall, activity spaces, cabins, and storage areas.
9. 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.
10. Oversee inventory of activity supplies and notify the Program Coordinator or Camp Director when supplies need to be ordered.
11. Conduct regular inspections of camp equipment and immediately inform the Program Coordinator or Camp Director of any issues or repairs needed.
12. 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.
13. 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.
14. Assist kitchen staff with set up of the dining hall and clean up after meals as needed
15. Collaborate with activity counselors, family pals, and the medical team to ensure campers have their personal needs taken care of including: hydration, sunscreen, insect repellent, toiletries, extra clothing, etc.
16. Responsible for knowing and adhering to the policies and procedures within the camp manual.
17. Provide, where applicable, substitute activities for days when weather is inclement.
18. Support parents/caregivers and provide opportunities for respite, growth, and support as needed.
19. Buy into and support themes, programs, special guests, general silliness, and other camp related activities.
20. Actively participate self-assessments, surveys, and evaluations throughout the summer
21. A willingness to adopt a growth mindset and work in an ever changing “migrating normal”.
22. Possess the strength and stamina to work in an active environment for the duration of the summer season with limited time off and breaks.
23. Protect the health, safety, and welfare of all persons in all transportation settings.
24. Communicate with the Logistics Lead to understand the schedule and have appropriate assistive equipment ready based on the unique needs of the participants.

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25. Complete basic maintenance duties.
26. Daily inspections of all equipment to ensure that they are current and functioning. Reporting immediately if there is a safety concern that needs to be addressed.
27. Following strict safety and cleaning protocols, you will be responsible for the cleanliness of transportation after each use.
28. Flexibility to adapt to transportation needs as they come up.

Perform any other duties deemed necessary.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak, talk and hear, and is frequently required to stand for long hours, walk, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; balance, stoop, twist and bend; lift, carry, move, push and pull up to 50 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have the ability and stamina to walk long distances, over uneven terrain, and in various weather conditions.

Camp Korey is doing its part to slow the spread of COVID-19 and remains committed to the health and safety of our employees. Employees need to follow safety precautions and procedures as required by the county.

EEO Statement:

As an Equal Opportunity Employer, Camp Korey makes employment decisions based on merit, qualifications, and competence. All applicants are considered for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training. Camp Korey appreciates diversity amongst our staff and encourages all qualified applicants to apply.

For individuals with disabilities who would like to request reasonable accommodations, please contact us at 360-416-4110 Monday through Thursday 9 a.m. to 6 p.m., Pacific Time.

Applicants are asked to complete an online application.

The application may be accessed through our website at www.CampKorey.org

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