



Job Title: Logistics Coordinator  
Classification: Nonexempt (*Seasonal*)  
Reports to: The logistics coordinator will report directly to the camp director and assistant director.  
Salary Range: \$225-\$260 per week  
Note: This position does require pre-camp work.

#### Position Purpose:

The logistics coordinator will help ensure that camp runs smoothly. This person will be the primary camp liaison to parents during summer and will be responsible for staff appreciation.

#### Essential Job Functions:

1. Help ensure camp runs smoothly
  - ◆ Assist activities, worship, LIT, and CIT directors as necessary
  - ◆ Assist office manager, assistant director, and camp director as necessary
  - ◆ Purchase supplies as necessary
2. Serve as primary camp liaison to parents during the summer
  - ◆ Communicate frequently with office manager to determine and answer parent questions
3. Oversee lost and found
  - ◆ Help LITs and CITs collect items for lost and found
  - ◆ Choose central location to store items and ensure campers/staff know the location
  - ◆ Find a creative way to display lost and found each night
  - ◆ Find a creative way to display lost and found at the end of the week
  - ◆ Ensure lost and found is lost and donated by Wednesday following each session
  - ◆ Keep session lost and founds separate
4. Plan and implement things for staff appreciation (including deans and nurses)

#### Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◆ Additional duties as assigned.

#### Physical Aspects of the Position:

- ◆ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.

- ◇ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

*Must be willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.*

### **The logistics coordinator will serve as a member of program staff.**

#### Typical Day

- ◇ 8:00 am - Breakfast: Mingle with campers and ensure their needs are met.
- ◇ 8:40 am - Staff Meeting: Actively participate in staff meeting.
- ◇ 9:00 am - Activity 1: Help around camp as necessary - could lead activity, prepare for all-camps, etc.
- ◇ 10:00 am - Activity 2: Help around camp as necessary - could lead activity, prepare for all-camps, etc.
- ◇ 11:00 am - Small Group Check In: Meet with staff for devotion.
- ◇ 11:20 am - Cabin Time: Break or prepare things necessary
- ◇ 12:00 pm - Lunch: Mingle with campers and ensure their needs are met.
- ◇ 1:00 pm - Devotion: Break
- ◇ 1:30 pm - Rest Period: Break or help around camp
- ◇ 2:30 pm - Afternoon All-Camp: Help as needed
- ◇ 3:30 pm - Canteen and Optionals/Deans Program: Younger campers will attend deans program. Older campers will attend canteen and optionals.
  - The logistics coordinator will take down the afternoon all-camp, prepare for the evening all-camp, or help with other things around camp.
- ◇ 4:30 pm - Canteen and Optionals/Deans Program: Older campers will attend deans program. Younger campers will attend canteen and optionals.
  - The logistics coordinator will take down the afternoon all-camp, prepare for the evening all-camp, or help with other things around camp.
- ◇ 5:30 pm - Cabin Time: Break or prepare for all-camp programming.
- ◇ 6:00 pm - Dinner: Mingle with campers and ensure their needs are met. It may be necessary to leave dinner early to prepare for evening all-camp.
- ◇ 7:00 pm - Evening All-Camp: Assist as needed
- ◇ 8:00 pm - Staff Meeting: Actively participate in staff meeting.
- ◇ 8:30 pm - Head to Bed: Assist as needed