



Job Description: Head of Logistics

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Title: Head of Logistics
Reports To: Assistant Director and/or Camp Director
Position Type: Volunteer

Camp Promise is actively recruiting individuals to lead our Logistics Team. As the Head of Logistics, you will be responsible for leading the Logistics Team who, at all hours of the day, stays one step ahead and one step behind the camp schedule, planning and coordinating the setup and take-down of camp activities, cabin needs, and camp maintenance. You and the Logistics Team will be essential to making sure our camp activities run smoothly, safely, and on-time. If you like working behind the scenes and managing a team of hard-working individuals, apply today to join our Logistics Team!

Essential Job Functions

- Lead, supervise and train a team of volunteers to coordinate and deliver the logistical needs of camp
- Ensure that all camp areas are kept free of hazards and debris
- Ensure camp volunteers and campers know and follow safety procedures
- Ensure plans are prepared and implemented to meet camp outcomes and the abilities of all campers
- Assist in the management and care of physical facilities and equipment in responsible program areas

Roles & Responsibilities

- Supervise all logistical aspects of camp
- Provide feedback and guidance to Logistics Team members
- Order, manage and keep organized all logistics supplies
- Coordinate camp setup before camp begins, including but not limited to unloading supply trucks, rearranging cabin bunks and moving in hospital beds, distributing medical equipment across camp, etc.
- Manage power strips and extension cords, and cabin's electrical needs for charging medical equipment
- Coordinate nightly charging of electric wheelchairs and other medical equipment, per electric circuit capabilities
- Coordinate set-up and take-down of all programs and activities throughout the week of camp
- Manage all safety, security, and emergency plans and procedures
- Assist with maintenance and repair of camp facilities and campgrounds
- Coordinate camp clean up at the end of camp, including but not limited to packing supply trucks, reassembling cabins, removing hospital beds, packing and storing storage boxes, garbage/recycle removal
- Other duties as assigned



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Requirements

- At least 16 years of age (as of the first day of camp)
- Available prior to camp to participate in pre-camp planning phone calls
- Experience and expertise related to project management, event planning, logistics, and/or a related field (preferred)
- Must exhibit characteristics of leadership, responsibility, dependability, maturity, integrity, and a positive attitude
- Leadership experience
- Experience managing or supervising others
- Experience working with youth and/or young adults
- Able to lift and carry supplies and equipment (50 lbs)
- Able to work independently and as part of a team
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Physical and mental ability to respond appropriately to emergency situations.
- Punctual with good time management skills
- Organized and flexible
- Able to problem solve and ask for help when needed
- Able to accept guidance and supervision from others
- Able to relate to and interact with youth and adults in a positive manner
- Must complete online application and submit proof of physical exam and copy of immunization records
- Complete paperwork for required reference and criminal background checks
- Available to attend pre-camp Orientation & Training
- Adherence to Camp Promise Participation Agreement
- Available to stay overnight for the entire duration of the camp session
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities, and with daily exposure to the sun, heat, the outdoors, etc.

Position Benefits

- Extensive training both before and during camp
- Opportunity to develop and refine leadership skills
- Camp T-shirt and yearbook
- Lodging and meals for training sessions and the duration of camp
- Friends and memories for life
- A priceless experience

How to Apply

- Visit www.camppromise.org/apply

