

Logistics Director

Desired Qualifications

- Ability to supervise staff, make scheduling assignments, and order supplies and equipment
- Ability to organize lists and provide programming equipment where and when needed
- Desire and ability to work with children and adults in camp setting
- Ability to accept supervision and guidance
- The ability to act as a role model and inspire children
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- College student and at least 20 years of age

Responsible To:

Director of Operations & Camp Director

General Responsibilities

Ensure that all logistical responsibilities are carried out in a timely and efficient manner.

Specific Responsibilities

1. Supervise, train, and evaluate Logistics Assistants and Drivers.
2. Collect and assign responsibility for requisitions and ensure timely fulfillment.
3. Purchases materials, supplies, and equipment in a cost conscious as well as budget standpoint.
4. Creates a daily purchase list that meets budget and is authorized by the Camp Director.
5. Creates a “daily logistics needs” to be available for staff to view in the office.
6. Assign Maintenance requisitions to Logistics Assistants when appropriate.
7. Organize transportation for doctors and hospital visits, staff rides, purchasing runs, and other transportation needs.
8. Handles petty cash and drivers bags.
9. Oversee the “Opening” and “Closing” of Camp under the supervision of the Operations Director.
10. Serve as a member of the Head Staff.
11. Ensures Camp follows ACA standards.
12. Prepare for and actively participate in staff training, meetings, and supervisory conferences.
13. Rules and Policies: Enforces all rules and policies at camp and within the specialty area and with the camp as a whole.
14. Participate in YJ Impact (Staff Enrichment) events and takes an active roll in the all-camp activities.
15. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required