

Job Description: Logistics Coordinator

Position Title: Logistics Coordinator
Reports To: Director of Program
Status: Part-time, Seasonal (20 hours per week)
Pay Rate: \$18-\$21 per hour.

Description

The Logistics Coordinator participates in overseeing all aspects of logistical operations. This includes managing field equipment, food, vehicles, and facilities. The Logistics Coordinator is also responsible for assisting with rentals and subcontractor relationships. The Logistics Coordinator works closely with the Director of Program and the entire Program Team on course preparation and delivery.

Qualifications

Minimum of 25 years old. Bachelor's degree in outdoor/experiential education, program management, or related field preferred. Minimum one-year supervisory experience preferred. Outstanding written and spoken communication skills. Outstanding interpersonal and organizational skills. Demonstrated accuracy with details. Ability to successfully work as a team member, multi-task, and work independently. Experience with Microsoft Office (Word, Excel, Outlook) and Google Products. Successful completion of criminal history and Motor Vehicle Record check. Ability to work flexible hours, including evenings and weekends. Ability to lift 50 lbs.

Basic Function

The Logistics Coordinator supports day-to-day operations and logistics of field programs.

Specific Responsibilities

1. Gear, food, and equipment
 - a. Purchase, repair, inventory, issue, and de-issue program food and equipment.
 - b. Oversee pack out and return of all gear, food, and equipment.
 - c. Organize; clean; coordinate logistics and food warehouse facilities.
 - d. Manage vehicle fleet, driver training, and transportation risk management.
 - e. Inventory and assess purchasing needs.
 - f. Purchase merchandise.
 - g. Manage existing pro-deal program.
 - h. Challenge Course Liaison.
2. Logistics
 - a. Do town errands including mail & trash runs & supplies purchases.
 - b. Acquire equipment and vehicle rentals when needed.
 - c. Develop and document field logistics policies, procedures, manuals, forms, and logs as needed.
 - d. Supervise interns when operating in areas of Logistics Coordinator operations.
 - e. Generate and submit Expense Requests and Reports as needed.
3. Field Risk Management:
 - a. Conduct in-the-field audits as necessary.
 - b. Help to maintain appropriate accreditation status with Association for Experiential Education and/or other appropriate accreditation bodies.
4. Administration:
 - a. Develop work plans, time management systems, and prioritization of responsibilities to ensure timely and satisfactory completion of professional duties.
 - b. Submit written and oral reports, administrative paperwork, budgets, and other documents as assigned.
 - c. Establish and maintain administrative systems, policies, and procedures as required.

- d. Manage selected budget line items in accordance with established procedures; stay within budget lines.
- e. Attend program staff, Board, committee, and other meetings as assigned.
- f. “Brain” Management; update and make adjustments when necessary.

5. General:

- a. Collaborate with Program Team members.
- b. Serve as backup field staff as needed.
- c. Serve as an emergency on-call person as needed.
- d. Perform physical tasks such as moving computers, supplies, equipment, and furniture.
- e. Other duties as assigned.