



Logistics Support Job Description

Job Requirements

- Must be at least 18 years of age.
- Must be physically and mentally capable of handling the care of campers.
- Must be familiar with and enforce all safety, emergency and camp policies.
- Serve as a role model and provide support to camp volunteers.
- A valid driver's license and ability to operate Camp approved vans.
- Commit to fostering a community that celebrates our camp values, which are inclusion, gratitude, possibility, friendship and safety.
- Be flexible with the changing needs of the program areas and evening activities.
- The ability to work with a diverse community in a multicultural environment.
- Perform other duties as deemed necessary by camp leadership.
- Comply with and remain flexible with COVID-19 specific precautions and requirements throughout the program, as outlined/advised by the CDC and the Hole in the Wall Medical Team.
- All positions are residential and hired for the duration of our summer program. The time commitment is mid-June to mid-August.

Job Summary

The Logistics Support position is primarily responsible for coordinating and executing all Camp related drives. This includes the pick-up and drop off drives for volunteers and chaperones each session. Additionally, Logistics Support is responsible for picking up campers when instructed by the admissions team. Logistics Support requires strong organizational skills, flexibility, strong computer skills and the ability to plan effectively and resourcefully with short notice at times.

Job Responsibilities

- Attend half-day driver training to learn driving routes, vehicle safety, procedures, etc.
- Work closely with the Volunteer Administrative Assistant and create an excel document to coordinate rides for volunteers on volley-o and closing days. Once rides are scheduled, communicate with the specific volunteer to arrange meeting time for ride.
- Work closely with the admissions team to coordinate rides for chaperones and campers on opening, banquet and closing days.

- Carry a cell phone at all times to be available for any necessary drives deemed by the Medical Director, Camp Director or Assistant Camp Director.

Reports to

The Logistics Support position is responsible to the Associate Director of Volunteers for all driving matters and Assistant Camp Director for matters concerning their role in the Camp program.

Our Commitment to Diversity

In keeping with Camp's core values, Hole in the Wall fosters a community of purposeful inclusion through a commitment to diversity and equity.