



THE HOLE IN THE WALL GANG CAMP

Logistics Coordinator Job Description

Job Requirements:

- 19 years of age or a completion of one year of college.
- Physically and mentally capable to handle the care of campers.
- Be familiar with and enforce all safety, emergency, and camp policies.
- Serve as a role model and provide support to Camp volunteers.
- Commitment to foster a community that celebrates inclusivity and our camp values, which are camaraderie, appreciation, possibility, and safety.
- Be flexible with the changing needs of the program.
- Perform other duties as deemed necessary by Camp leadership.
- Comply with and remain flexible with COVID-19 specific precautions and requirements through the duration of the program, as outlined/advised by the CDC and HITWGC Medical Team.
- All positions are residential and are hired for the duration of our summer program. The time commitment is mid-June to mid-August.

Job Summary

The Logistics Coordinator will be instrumental in coordinating entertainment and logistics during the summer program. This person will collaborate with various departments to ensure successful camp experiences for campers and families throughout the duration of the summer. This person will collaborate with the leadership team, medical team, seasonal staff members, and volunteers to provide engaging program activities for families and campers. Additionally, this person will be tasked with assisting in logistical errands such as essential-camp drives, organizing meal-time entertainment, offer program support with photography, and provide support to program counselors and family guides.

Job Responsibilities:

- Arrive and participate in required orientation and program trainings prior to the start of the sessions.
- Attend necessary drive orientation to learn important routes, vehicle safety, procedures, etc.

- Choose weekly camp themes, ensuring that each theme is intentionally thought out and inclusive to all participants.
- Facilitate camp meals, dining hall announcements, camp songs and dining-hall traditions.
- Plan, oversee and organize meals and all-camp activities alongside the leadership team.
- Facilitate evening activities such as campfires, carnivarty, stage night, and awards night alongside the leadership team.
- Work with program staff and family guides to provide intentional, fun and safe camp events.
- Provide support and guidance to program counselors, including hands-on program support when applicable.
- Provide program support by assisting in photography needs of the organization and session with family portraits, general social media photos, and more.
- Provide assistance with parent programming activities throughout the weekend program.
- Work with any outside vendors and programs associated with camp entertainment.
- Assist in the planning and execution of necessary camp drives for volunteers, campers, or families alongside the Volunteer Coordinator and admissions team.
- Be responsible for knowing and adhering to policies and procedures contained in the camp manual.
- Demonstrate clear organizational skills, flexibility, time-management, and computer skills.
- Carry cell phone and walkie-talkie to be available at times for necessary drives or program support.
- Serve as a leader/role model for our camp community.
- Assist in opening and closing day procedures.
- Attend all staff and leadership meetings.
- Perform any other duties deemed necessary by the executive camp director and assistant camp director.

Reports to:

The Logistics Coordinator reports directly to the Assistant Camp Director.