



a seriousfun camp

THE HOLE IN THE WALL GANG CAMP

Logistics Support Job Description

Job Requirements

- 19 years of age or 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 include camaraderie, appreciation, possibility and safety.
- Be flexible with the changing needs of the program.
- Previous camping, education and/or childcare experience preferred.
- Perform other duties as deemed necessary by Camp leadership.
- All positions are residential and are hired for the duration of our summer program. The time commitment is early June to late August.

Job Summary

The logistics support 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, the logistics support is responsible for picking up campers when instructed by the admissions team. The logistics support roles require 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.
- Works closely with the volunteer coordinator and create an excel document to coordinate rides for volunteers on volly-o and closing days. Once rides are scheduled, communicate with the specific volunteer to arrange meeting time for ride.
- Works closely with the admissions team to coordinate rides for chaperones and campers on opening, banquet and closing days.
- Carry cell phone at all times to be available for any necessary drives deemed by the medical director, assistant camp director or executive camp director.

Reports to:

The logistics support positions are responsible to the volunteer coordinator for all driving matters and assistant camp director for matters concerning their role in the camp program.