



## THE HOLE IN THE WALL GANG CAMP

### Logistics Support Job Description

#### **Job Requirements:**

- Must be at least 18 years of age.
- As of January 1, 2023, staff & volunteers within Summer 2023 programming are **required have the primary series AND one booster dose (bivalent) received after September 1, 2022\***, to prevent against COVID-19. \*The booster dose must be administered two weeks PRIOR to your participation in Camp programming.
- Must be physically and mentally capable to handle 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.
- 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 through the duration of the program, as outlined/advised by the CDC and the 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 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 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.

**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