Logistics Support Job Description

Job Requirements

- Must be at least 21 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.
- All positions are residential and hired for the duration of our summer program. The time commitment is early June to mid-August.

Job Summary

The Logistics Support position is primarily responsible for coordinating and executing all Camp-related drives. This includes providing transportation for volunteers, chaperones, campers, and participants when specified. Additionally, Logistics Support works closely with the Adolescent and Young Adult programs when there are no drives. 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 team and create an excel document to coordinate rides for volunteers on volly-o and closing days. Once rides are scheduled, communicate with the specific volunteers to arrange meeting times for rides.
- Work closely with the admissions team to coordinate rides for chaperones and campers on opening, banquet and closing days.
- Work with the program team to coordinate rides needed throughout the session for supplies and camper needs.

- Always carry a cell phone to be available for any necessary drives deemed by the Medical Director, Camp Director or Assistant Camp Director.
- Attend trainings and work with the Adolescent and Young Adult department to assist participants when there are no drives. This will serve as a “home base”.

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.