

Logistics Coordinator

Job Description

Reports To: Director of Camp Programs

Supervises: Out Camping Equipment Specialist and Out Camping Food Specialist



American Youth Foundation Mission

We dare people to discover and celebrate the very best in themselves and others; inspire them to explore diverse perspectives and complex challenges; and embolden them to live courageously, engaging their full capacity.

Job Location: Position is located at Merrowvista in Center Tuftonboro, New Hampshire. The Merrowvista site necessitates the ability to move through rugged terrain. Employees are required to live onsite for the duration of their employment including two weeks of staff training and the two 3 week-long camp sessions.

Job Type: Full Time, Seasonal. Employment begins June 6 and ends August 11.

Job Summary:

Merrowvista is an overnight, residential summer camp for youth ages 8-17. The Logistics Coordinator manages and supervises a team of two: the Outcamping Equipment Specialist and the Outcamping Food Specialist. This role will work primarily with staff but also with campers of all ages. All of our campers go on backpacking and canoe trips in New Hampshire and Maine ranging in length from 2-16 days with the oldest campers going on the longer and more challenging trips. The Logistics Coordinator remains onsite at camp and supports the trips as they come and go. The person in this role will plan, execute and manage all logistical operations for these trips including transportation, food and gear. This role brings experienced leadership to the team and provides daily guidance, instruction and encouragement to the staff. The Logistics Coordinator will assist in emergency response situations and provide administrative support to the Directors. Four Trails Coordinators will work alongside the Outcamping team when preparing groups for wilderness trips. This role may assist with staff coverage in the case of absence, illness, terminations or early departures.

Position Responsibilities:

- Manage and supervise a Logistics team, providing training and daily support to the staff.
- Offer guidance and coaching to the staff on things like gear maintenance, Leave No Trace protocols, wilderness skills and risk management in the backcountry.
- Prepare logistics for 2-16 day backpacking and canoe trips through rugged terrain to primitive campsites: scheduling transportation, ordering and packaging food, coordinating resupply trips.
- Ensure the Logistics team has all resources necessary to complete their job duties: inventory and order gear and food, create schedules for trip arrivals and departures and delegate all necessary tasks.
- Respond to emergencies such as injury, illness, behavioral incidents, inclement weather 24 hours a day. This role will serve as an emergency driver and may be asked to respond to an urgent evacuation of a group on trail up to 6 hours away at any time.
- Evaluate the performance of the Logistics team, providing two formal evaluations.
- Participate in all camp programming: early morning and evening activities, meals, daily reflections. Assist the In Camp and Activities teams as needed.
- Ensure the safety of campers at all times by following and implementing all safety standards.
- Build relationships with campers to foster friendly, nurturing and age-appropriate group dynamics.
- Communicate daily with supervisor, attend staff meetings and receive guidance and instruction.
- This is not meant to be a complete list of all responsibilities. Other duties may be assigned.

Skills and Qualifications:

Required:

- Minimum Age: 21 years old by June 30, 2024.
- Ability to drive a 15 passenger van and other company vehicles and pass a Driver's Background Check.
- 1-2 years of experience in outdoor adventure education or wilderness trip leading.
- Basic outdoor skills: hiking, backpacking, camping, canoeing, Leave No Trace.
- Working knowledge of outdoor gear: backpacks, stoves, water filtration, trail hygiene, communication devices etc.
- 1-2 years working or volunteering with youth in recreational or educational settings.
- Professional experience as a peer supervisor or 2-3 years of student leadership.
- Excellent communication skills both verbal and written.
- Support the organization's mission and vision with integrity, dependability, and accountability.
- Interact effectively with individuals and groups respecting social and cultural diversity. Establish and maintain appropriate professional relationships and interpersonal skills that contribute to a positive community.
- Demonstrate passion for serving youth, encouraging campers to explore through play and creating a space where youth feel included and a sense of belonging.
- Fully participate in and be present at all camp community activities, including staff training activities.
- Maintain effective mental, emotional, and social interactions in our youth-centered residential summer camp program.
- Ability to handle stressful situations appropriately, maintaining mental, emotional, and social resiliency needed for the job in a fast-paced, interactive environment.
- Use effective and appropriate self-care practices for maintaining overall wellness.
- Follow all guidelines and policies as described in the AYF (American Youth Foundation) staff manual.

Preferred:

- Previous experience working at a summer camp.
- A personality and character that exudes leadership, flexibility, trustworthiness, creativity, energy, inspiration and positivity.

Work Environment:

- Live onsite in communal housing with other staff members for the duration of employment including weekends and evenings and be available 24 hours/day in case of emergencies.
- May be asked to sleep in a cabin with campers on occasion, as necessary.
- All meals are provided. Dietary accommodations will be made when needed.

Compensation:

- Weekly pay: \$750
- Employees will receive one day off for every six days worked.
- Wilderness First Aid and CPR training and certifications are required and will be offered during staff training.
- Lifeguard training and certification is not required, but will be offered before staff training begins.

Company Culture:

The AYF believes that how we act and interact reflects who we are as a community. In practice, at the AYF we value investing in youth, stewarding the environment, encouraging participants and staff to explore and develop their values and beliefs, belonging in community, and growing together.

Recognizing the full value of all, the American Youth Foundation affords equal opportunity for employment and program participation to all individuals on the basis of merit and/or eligibility without regard to race, color, sex, pregnancy, sexual orientation, gender identity, familial status, religion, national origin, citizenship, disability, age, military status, or any other basis prohibited by law.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for this position. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Updated: 11/16/2023