



Camp Albemarle Logistics Coordinator Job Description

Reports to: Director of Summer Camp Ministries

Purpose of Position:

The Logistics Coordinator is responsible for the details of summer camp life. They are the primary person to develop group schedules, staff lists, and manage camp records for the season. They serve as a part of the Summer Leadership Team, which offers feedback on staff assignments and supports the Family Group Leaders.

Qualifications:

1. Must be 21 years of age or a rising college junior.
2. Must be or be able to become certified in first aid and CPR.
3. Must have the ability to interact with all age levels.
4. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
5. Enjoyment and appreciation of the outdoors
6. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
7. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.

Responsibilities:

1. Coordinate and facilitate master scheduling.
2. Working with the Summer Leadership Team, finalize Weekly Staff Assignment Lists.
3. Coordinate the flow of family groups from one activity to another.
4. Coordinate staff shifts and breaks throughout the week.
5. Communicate with all leadership staff regarding scheduling or logistical changes throughout the week.
6. Assist with Sunday check-in and Friday check-out.
7. Maintain weekly camp records.
8. Serve on Summer Leadership Team
9. Practice and enforce all camp safety regulations and emergency procedures.
10. Abide by all camp policies and covenant agreement.
11. Responsible for the health and wellbeing of self and campers.
12. Perform all other duties and roles assigned by the Director of Summer Camp Ministries and Administrative Staff.

Specific Duties:

1. Coordinate and facilitate master scheduling.
 - a. Develop Pre-Scheduling sheets in preparation for Master Scheduling.
 - b. Train and support all participants in Master Scheduling regarding their responsibilities



- c. Offer creative solutions and ideas for better programming
 - d. Prepare all forms and paperwork needed for master scheduling prior to the start of master scheduling.
 - e. Set up master scheduling so that it can begin on time.
 - f. Post and announce all weekly scheduling reminders.
 - g. Assist Counselors with the scheduling process.
 - h. Facilitate master scheduling in an efficient manner so that program staff can return to camp as soon as possible.
 - i. Create master schedules for all staff led activities each week (A&C, store, etc.).
2. Working with the Summer Leadership Team, finalize Weekly Staff Assignment Lists.
 - a. Facilitate the weekly Summer Leadership Team meeting to discuss staffing needs for the upcoming week.
 - b. Meet with the Director of Summer Camp Ministries to finalize the Staff Assignment List.
 - c. Working with the Summer Leadership Team, track and assign weekly staff roles and co-counselors based on staff age, previous assignments, adventure requests, ability, and staff evaluations.
 - d. Track and assign staff to weekly roles, co-counselor assignments and housing assignments.
3. Coordinate the flow of family groups from one activity to another.
 - a. Coordinate changes in the schedules as they occur during the week.
4. Coordinate staff shifts and breaks throughout the week.
 - a. Working with the Program Coordinator, actively seek out all counselors to see if they are in need of a break.
 - b. Staff are responsible for letting you know if and when they need breaks and it is the Logistics Coordinator's responsibility to provide them with one if possible.
 - c. Sometimes a staff member needs duties reassigned midweek. The Logistics Coordinator is responsible for coordinating the staff switch.
5. Communicate with all leadership staff regarding scheduling or logistical changes throughout the week.
 - a. This includes the Program Coordinator, Spiritual Development Coordinator, Kitchen Manager, Waterfront Coordinator, Aquatic Coordinator, Challenge Coordinator, Creative Arts Coordinator, Health Officials, Photographer, Day Camp Coordinator, CIJ Coordinator, Office Assistant, and Adventure Coordinator.
6. Assist with Sunday check-in and Friday check-out.
 - a. Assist Administrative Staff in assigning clean-up tasks for staff check-in and check-out.
7. Maintain weekly camp records.
 - a. File all master scheduling sheets, activity schedules, transportation schedules and program staff assignment sheets.
 - b. Populate the Master File with pertinent paperwork.
 - c. Distribute copies to all relevant staff at the beginning of each week.
8. Serve on Summer Leadership Team.



- a. Join in weekly planning meetings and give feedback into staff roles and camp needs.
 - b. Facilitate discussion, specifically around the Staff Assignment list.
9. Practice and enforce all camp safety regulations and emergency procedures.
 - a. Maintain group/staff control at specialized group activities so that other staff can focus on safety.
 - b. Refer to the staff manual to be sure all safety regulations and emergency procedures are being followed.
10. Abide by all camp policies and covenant agreement.
 - a. Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
 - b. The covenant agreement is a signed agreement stating your willingness to adhere to camp's policies.
11. Responsible for the health and well-being of self and campers.
 - a. You are responsible for meeting your own personal health and hygiene needs, including taking prescribed medications. You are also responsible for communicating with the Director of summer camp ministries when you need breaks.
 - b. When working with family groups, help escort campers to the nurse to treat injuries/illnesses outside of your level of care or training.
 - c. All staff are responsible for assessing and caring for camper mental health needs within their level of training.
12. Perform all other duties and roles assigned by the Director or Assistant Director.
 - a. Be flexible-staff roles change on a daily and weekly basis.

Relationships:

The Logistics Coordinator has regular interactions with kitchen staff, program staff, the summer leadership team, counselors, administrative and maintenance staff. It is helpful to identify the expectations of those relationships and communicate effectively with these groups of staff members.

Equipment Used:

The Logistics Coordinator may be asked to use fire-protection equipment, washers and dryers, dishwashers, computer, technology, and program equipment. They may be asked to drive camp vehicles or watercraft.

Knowledge, Skills, and Abilities:

1. Understand the development needs of young people.
2. Possess the ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in program areas and designated camp program areas.

Physical & Interpersonal Aspects of the Job:

1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.



2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements could be: endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 pounds; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, and such.