



Logistics Coordinator Job Description 2011

The American Youth foundations' Miniwanca is a non profit organization which through its mission strives to inspire young people to discover and develop their personal best, to seek **balance** in **mental, physical, social** and **spiritual living** and to make a **positive difference** in their **communities** and in the wider world.

This positive youth development organization is seeking an energetic, fun individual who would like to be involved in supporting the Four Trails adventure trips and in-camp programs. The Logistics Coordinator will assist the Four Trails program coordinator by overseeing the logistics staff, co- plan and deliver staff training, camp councils and closings. The Logistics Coordinator will live and be a representative in either the Girls or Boys Camp communities by offering support and assistance to both campers and staff.

Responsibilities

- Commitment from May 16th to July 31st.
- Supervise and support 2-3 members of the logistics team responsible for out camping equipment, out camping food, bike maintenance, and driving out camping trips.
- Represent Four Trails by living in the in-camp community offering assistance and support to both Four Trails campers and staff and also the wider camp community.
- Connect with the Four Trails Program Coordinator in regards to camper/staff matters, logistical issues/concerns and programmatic logistics.
- Support the canoeing, biking, hiking, sea kayaking trips providing assistance to both campers and staff.
- Together with the logistics team Issue/de-issue out camping gear and equipment, food pack out and return and safely transport groups in 15 passenger vans to and from trip locations.
- Participate actively in camp activities and councils when possible.
- Maintain inventory of food and equipment, making repairs and purchases where necessary.
- Role model the AYF mission and values.

Qualifications

- Minimum 21 years of age.
- Clean driving record.
- Previous experience in supervisor role.
- Good organizational and decision making skills.
- Ability to work alone and in a team.
- Able to live in camp conditions and possibly trail conditions when transporting groups to trip sites.
- Strong positive work ethic and a passion for youth development.
- Experience in the outdoors and with the necessary gear/equipment/ food (preferred).
- Previous experience in the camp field helpful.

Benefits

- Weekly wage \$350 (12 weeks).
- All meals and housing provided during training and program.

Please visit our website www.ayf.com for more information on the American Youth Foundation, our programs and [online job applications](#). Alternatively, submit resume and cover letter to: Gabrielle Darroch, Four Trails Program Coordinator - gdarroch@ayf.com.

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.