

# **Logistics Coordinator Job Description**

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 Planning Team (SPT) for the summer, which offers feedback on staff assignments and support the Family Group Leaders. The Logistics Coordinator reports to the Director and Assistant Director.

## **Responsibilities**

1. Coordinate and facilitate Sunday night master scheduling.
2. Work with the Assistant Director, Executive Director, and Summer Planning Team (SPT) to build 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. Schedule Support Staff for daily serving responsibilities.
6. Communicate with all leadership staff of schedule or logistical changes throughout the week.
7. Assist with Sunday check-in and Saturday check-out.
8. Maintain weekly camp records.
9. Serve on Summer Planning Team (SPT)
10. Practice and enforce all camp safety regulations and emergency procedures.
11. Abide by all camp policies and covenant agreement.
12. Responsible for the health and well being of self and campers.
13. Perform all other duties and roles assigned by the Director and Assistant Director.

## **Specific Duties**

1. Coordinate and facilitate Sunday night master scheduling.
  - Work ahead of time on Pre-Scheduling. Work with the Assistant Director with the transportation calendar and time off calendar.
  - Develop Pre-Scheduling sheets in preparation for Master Scheduling
  - Train and support all participants in Master Scheduling around their responsibilities
  - Offer creative solutions and ideas for better programming
  - Prepare all forms and paperwork needed for master scheduling prior to the start of master scheduling.
  - Set up master scheduling so that it can begin on time at 7:00pm.
  - Post and announce all weekly scheduling reminders and allow time for the Community Life Coordinator to promote activities to FGLs that CITs can lead.
  - Assist and confirm FGLs with the scheduling process.
  - Facilitate master scheduling in an efficient manner so that support staff can return to camp as soon as possible.
  - Create master schedules for all staff led activities each week (pastor, A&C, store, etc...).
  - Plan group capers (cabin clean up), care projects, interest groups, and skill groups.
2. Working with the Assistant Director, Executive Director, and Summer Planning Team (SPT) to build Weekly Staff Assignment Lists.
  - Facilitate the weekly SPT meeting to discuss staffing needs for the upcoming week
  - Meet with the Executive Director and Assistant Director to finalize the Staff Assignment List
  - Working with the SPT, Track and assign weekly staff roles and co-buddies based on staff age, previous assignments, adventure requests, ability, trainings, and staff evaluations
  - Track and assign staff to weekly roles, co-buddy assignments and housing assignments
  - With the ED & AD build the opening day staff assignment lists for each session.
  - With the ED & AD build the closing day staff assignment lists for each session.
  - Consult with the Administrative Assistant prior to each week of camp, to identify camper special needs and requests
3. Coordinate the flow of family groups from one activity to another.
  - Coordinate changes in the schedules as they occur during the week.
4. Coordinate staff shifts and breaks throughout the week.
  - Working with the Community Life Coordinator, attentively seek out all FGLs to see if they are in need of a break

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- Staff are responsible for letting you know if and when they need breaks, it is the Logistics Coordinator's responsibility to provide them with one if possible.
  - Sometimes a staff member needs to be reassigned duties midweek. The Logistics Coordinator is responsible for coordinating the staff switch.
5. Schedule Support Staff for daily serving responsibilities.
    - Working with the SPT, create a unique schedule for every support staff person.
    - Meld the schedules from the Day Camp Director, Water Front Director and Ropes-Team Leader into the larger support staff schedule.
    - Things to be scheduled include: Giving breaks, serving meals, setting the dining hall, nightly duties and general camp cleanup.
    - Working with the Community Life Coordinator, schedule staff & LITs for Interest groups and Skills.
  6. Communicate with all leadership staff of schedule or logistical changes throughout the week.
    - This includes the Rec Coordinator, Worship coordinator, Kitchen manager, Waterfront director, A-team leader, A&C director, Day Camp Directors, Store Manager, and Adventure camp resource staff.
  7. Assist with Sunday check-in and Saturday check-out.
    - Assist Admin Staff in assigning clean-up tasks for staff check-in and check-out.
    - Facilitate Late Check Ins
    - Facilitate Early Check Outs
    - Coordinate with SPT on Late Check Outs
  8. Maintain weekly camp records.
    - File all master scheduling sheets, interest group schedules, camper assignments, transportation schedules, staff assignment sheets, special needs forms.
    - Populate the Master File with pertinent paperwork
    - Distribute copies to all relevant staff at the beginning of each week.
  9. Serve on Summer Planning Team (SPT)
    - Join in weekly planning meetings and give feedback into staff roles and camp needs
    - Facilitate discussion, specifically around the Staff Assignment list.
  10. Practice and enforce all camp safety regulations and emergency procedures.
    - Maintain group/staff control at specialized group activities so that other support staff can focus on safety.
    - Refer to staff manual to be sure all safety regulations and emergency procedures are being followed.
  11. Abide by all camp policies and covenant agreement.
    - 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.
    - The covenant agreement is a signed agreement stating your willingness to adhere to Camp Tekoa's policies.
  12. Responsible for health and well-being of self and campers.
    - 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 or Assistant Director when you need breaks.
    - When working with family groups, help escort campers to the nurse to treat injuries/illnesses outside of your level of care or training.
  13. Perform all other duties and roles assigned by the Executive Director or Assistant Director.
    - Things come up. Be flexible!