



2021 Operations and Logistics Coordinator Job Description

The Operations and Logistics Coordinator's primary role is to support the camp program by connecting the outside world with CSL. This position will be responsible for overseeing the Camp Office including but not limited to; mail, laundry, luggage, liaison with Health Center, procurement of materials, communication with parents, and scheduling. The Operations and Logistics Coordinator reports directly to the Assistant Director. Additional duties as directed by Assistant Director. Proficiency with Microsoft Office Suite preferred, Lifeguard certification preferred, Driver's License required.

Must be experienced in camp operations, dependable, and flexible. 21+ years old preferred.

Roles/Responsibilities/Expectations:

- Serve as a Senior Staff member
- Be responsible for the general health and safety of all campers and staff
- Establish an atmosphere in which campers feel secure, happy, and included
- Supervise campers under their immediate care at all time
- Ensure campers and staff adhere to camp rules
- Act as a positive role model
- Participate in all camp activities and supervisory initiatives
- Cooperate with all other staff regarding matters of rules, safety, and program
- Other duties as assigned by CSL Director, Assistant Directors, and Program Area Leader

Dates:

Must be available for the entirety of the dates listed below.

- Senior Staff Orientation begins June 17th, 2021
- Camp season ends August 18th, 2021
- Other mandatory training dates TBD

Compensation:

- Approximately (7) paid days off during the Camp season
- Full time hours including days, nights and weekends
- Competitive pay plus Room and Board