



## **2022 Operations and Logistics Specialist Job Description**

The Operations and Logistics Specialist's primary role is to support the Operations and Logistics Coordinator in connecting the outside world with CSL. This position will be to assist with 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 Specialist reports directly to the Operations and Logistics Coordinator. Additional duties as directed by supervisor. Proficiency with Microsoft Office Suite preferred, CPR/First Aid preferred, Driver's License required.

Must be experienced in camp operations, dependable, and flexible. 18+ years old preferred.

### **Roles/Responsibilities/Expectations:**

- 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.

- General Staff Orientation begins June 26<sup>th</sup>, 2022
- Camp season ends August 17<sup>th</sup>, 2022
- 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