



Primitive Pursuits

Primitive Pursuits, established in 2000 and based in Ithaca, New York, is a non-profit environmental education program of 4-H Youth Development in partnership with Cornell Cooperative Extension of Tompkins County. Our mission is to steward the health of our community by fostering life-long relationships with the natural world for children and adults.

Job Title:	<i>Summer Logistics Coordinator</i>	Date:	February – September
Direct Supervisor:	Summer Camp Director	Salary Range:	\$12.50-\$13.50 (25-30 hours/week)

General Purpose:

The *Summer Logistics Coordinator* is a 25-30 hour a week seasonal position that provides support and logistical organization to our summer camp systems. This role is vital for the smooth communication and overall success of camp. This position requires the ability to be a systems thinker, with a drive for organization and an efficient work ethic. Work to support the behind the scenes of camp to provide assistance and problem solving where we need it most. An excellent lens on providing experiential education.

Responsibilities:

- Work closely with the Summer Camp Director to achieve seamless system functions
- Integral part of Summer 2021 Prep Team, including collaborating on summer staff recruitment and hiring, creating systems for organization and communication, etc.
- Maintain communication with the Registrar and act as liaison with office staff
- Assist with ongoing summer camp administrative tasks
- Purchasing, expense tracking, and organization and management of supplies and equipment
- Assist with weekly paperwork and filing
- Management of summer camp systems (i.e., laundry, lost and found, camp store, distribution of camp t-shirts, etc.)

Qualifications and Competencies:

- At least 21 years old
- Must have a valid driver's license
- Values diversity, equity and inclusion and demonstrates sensitivity to issues of cultural appropriation and privilege
- Previous work experience in a similar role
- Interest in nonprofit administration, positive youth development, and nature and the outdoors
- Fluent in Excel, Word, Google Suite, Zoom and capable of learning new platforms
- Maintains a high degree of confidentiality and trust
- Adaptable to new systems
- Both self-directed and team-oriented
- Brings passion, curiosity and creative energy to their work
- Enjoys organizing and maintaining organization of material things and data
- Demonstrates excellent communication, writing and computer skills
- Capable of holding both big picture and detail orientation