

Position Description

Working Title:	Logistics Coordinator
Classification:	Association Temp Program (Non-Exempt)
Start Date:	5/1/2022
End Date:	9/9/2022
Duration (months):	4-5
Hours per week:	25
Days per week / schedule:	Monday-Friday
Work Location:	4-H Acres, CCE Office, Other Camp Locations
Supervisor Name & Title:	Rachel Bortin, Summer Camp Director
Compensation:	\$13.50-16.00 per hour
Benefits Eligibility:	Not Benefits Eligible
Employment Type:	Temporary

Position Summary

This 25 hour a week seasonal position 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 and a drive for organization and efficient work ethic. Work to support the behind the scenes of camp to provide assistance and problem solving where we need it most. It provides an excellent lens on providing experiential education.

Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.

Responsibilities

- Organize and track supplies and equipment in our central storage barn and oversee sign-out and return of equipment for staff and satellite locations
- Purchase and replenish supplies as necessary, all camp shopping
- Purchase and delivery of weekly food supplies to all locations for camper food and staff food.
- Must be a positive role model
- Keeps records of camp expenses, including personal mileage
- Assist with check in and checkout administrative tasks
- Act as liaison with Office and registrar
- Work with staff photographer and photojournalist to publish and post week Blog
- Keep track of weekly paperwork and filing, including immunization records
- Manage the distribution of camp t-shirts weekly
- Manage laundry systems and lost and found
- Take on other roles as necessary, including Site Leader or Instructor

Required Qualifications

- Must have a valid driver's license
- At least 21 years old

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- Access to reliable transportation
- Able to Attend Staff Training Week June 20-24, 2022
- Flexible--ability to adapt to different environments and schedules
- Team player who is responsible and hard-working
- Assessment abilities
- Ability to work well with minimal supervision and to ask for help when needed

Preferred Qualifications

- Enjoys working with children
- Well-developed sense of humor, play and curiosity
- Interest and experience in nature connection with youth
- Ability to manage conflict situations appropriately
- Excellent social, communication, writing and computer skills
- Previous experience to show strong organizational abilities, systems thinking and creative problem solving

How to Apply

Please complete our online employment application including a cover letter and resume.

Applications will be accepted until April 1, 2022 or until a suitable candidate found.

Contact

Rachel Bortin, Summer Camp Director at primitivepursuitsopportunities@gmail.com

Additional Info

Please be sure to read the Notice to Applicants found on the Jobs with CCE page:

<https://cals.cornell.edu/cornell-cooperative-extension/join-us/jobs>

Please Note: Effective January 10, 2022, all CCE Tompkins employees must be fully vaccinated and present proof of an FDA- or WHO- authorized or approved COVID-19 vaccination; or have an approved disability/medical or religious exemption; or be documented to work fully remotely, fully outdoors, or in a workplace with no other people present. Failure to demonstrate compliance with this requirement within the first 30 days of work may result in the delay of employment, unpaid leave, or termination.

For more information, visit: <https://s3.amazonaws.com/assets.cce.cornell.edu/>

[attachments/54591/2022.01.06_APPROVED_mandatory-vaccination-policy.pdf?1641517570](https://s3.amazonaws.com/assets.cce.cornell.edu/attachments/54591/2022.01.06_APPROVED_mandatory-vaccination-policy.pdf?1641517570)

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or ethnic origin, gender, sexual orientation, age, or qualified disability. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.

No relocation or VISA Sponsorship available.

The Association may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. If you require an accommodation so you may participate in the selection process you are encouraged to contact CCE Tompkins HR at tompkins-hr@cornell.edu.

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