

Position Description

Working Title:	Logistics Coordinator
Classification:	Association Temp Program (Non-Exempt)
Start Date:	6/17/2024
End Date:	9/11/2024
Duration (months):	Less than 3
Hours per week:	25
Days per week / schedule:	Monday-Friday
Work Location:	4-H Acres, CCE Office, Other Camp Locations
Compensation:	\$15-\$17/hour, depending on experience
Supervisor Name & Title:	Rachel Bortin, Camp Director
Benefits Eligibility:	Not Benefits Eligible
Employment Type:	Temporary

Position Summary

The mission of Primitive Pursuits is to steward the health of our community by fostering life-long relationships with the natural world through exceptional mentoring and nature education.

The Logistics Coordinator supports the behind-the-scenes of summer camp to ensure a safe, fun, and smooth-running operation. This is a 25 hour a week seasonal position that provides logistical and organizational support to all aspects of camp including, but not limited to lost and found, camp expenses, camp store orders, and laundry systems. This position requires the ability to be an organized, a systems thinker and have an efficient work ethic.

Required Qualifications

- 18 years of age or older
- Must have a valid driver's license
- Access to reliable transportation to arrive at various camp locations on time and complete camp shopping
- Able to Attend Staff Training Week June 24-28, 2024 (40 hours)
- Ability to adapt to different outdoor/indoor environments and schedules
- Team player who is responsible and hard-working
- Ability to multi-task successfully without getting overwhelmed
- Ability to work well with minimal supervision and to ask for help when needed
- Aim to uphold the 4 Values of camp: Belonging, Gratitude, Awareness, Getting Outside, in all interactions with campers, staff, families and parents and within programs, and activities
- Other Duties as assigned

Helping you put knowledge to work.

Cornell Cooperative Extension is an equal opportunity, affirmative action educator and employer.

Preferred Qualifications

- Enjoys working with children
- Experience in working with children and youth ages 5-16
- Well-developed sense of humor, play and curiosity
- Interest and experience with nature connection with youth
- Excellent social, communication, writing and computer skills
- Previous experience to show strong organizational abilities, systems thinking and creative problem solving

Responsibilities

- Organize and track supplies and equipment in our central storage barn and in our online systems
- Oversee sign-out and return of equipment from staff and satellite locations
- Purchase and replenish supplies as necessary, all camp shopping in collaboration with Summer Leadership team
- Purchase and deliver weekly food supplies to all locations for camper food and staff food.
- Keeps records of camp expenses, including personal mileage
- Assist with check in and checkout administrative tasks as needed
- Function as liaison with 4-H Administrative Assistant
- Keep track of weekly camper and staff paperwork and filing appropriately
- Manage the distribution of camper and staff t-shirts
- Manage laundry systems and lost and found
- Take on other roles as necessary, including Wilderness Instructor when needed
- Arrive to work on time and ready for the day ahead
- Role-model appropriate footwear, clothing, and outdoor gear for the summer camp experience
- Represent the high caliber of the organization when speaking to parents, staff and participants
- Work collaboratively with the Year-Round Camp Director when needed or requested
- Other duties as assigned

How to Apply

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

Applications will be accepted until May 1, 2024 or until a suitable candidate is found.

Contact

Rachel Bortin, Camp Director, primitivepursuits-opportunities@cornell.edu

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>

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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.