

Camp Kudzu
Job Description

Job Title: **Logistics Staff Team Head**
Classification: *Volunteer*
Reports to: Activities Director

Position Purpose:

To further the mission of the camp through the support of the operations of the behind the scenes and in front of the scene work the keeps the machine of camp chugging along. Assist in the management the actual physical operation of the camp's operation.

Essential Job Functions:

1. To facilitate the Golf Cart Safety Driver Training for the Logistics Staff Team
2. Manages the work flow of the Logistics Staff Team Members
3. Supports the work of the Admin Team at Camp Kudzu
4. To coordinate the Delivery of items schedule for each day with the Med Staff, Head Staff, and Activity Head Staff
5. To coordinate the Set-up of activities specific to that day in camp and the schedule as well as the rain plan and visitors for the day

Other Job Duties:

- ◆ Assist as needed
- ◆ Attend Head staff meetings

Relationships:

Medical Staff
Cabin Counselors
Other Activity Staff
Onsite (Host Camp) Staff

Equipment Used:

Golf carts, walkie talkies, water coolers, keys, sharp instruments, electrical equipment, water hoses

Qualifications *(Minimum qualifications and experience)*

- ◆ Documented experience in manage others
- ◆ Coordinate events and activities.

Knowledge Skills and Abilities:

- ◆ Training and experience in working with people
- ◆ Experience in problem solving and motivating individuals to work together
- ◆ Knowledge in the layout of camp-buildings, storage facilities, etc
- ◆ Knowledge of surround area to camp- to run to town for supplies
- ◆ Ability to work through the schedule of the day manual

Physical Aspects of the Position:

- ◆ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ◆ Ability to enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◆ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain stamina require of job.
- ◆ Physical requirements of position- endurance including standing, running, some bending, stooping, and stretching, and lifting. As well as navigating uneven terrain.
- ◆ Ability to lift 35 pounds at a time.
- ◆ Willingness to live in a camp setting and work irregular hours delivering program in the facility available.