

Camp Kudzu
Job Description

Job Title: **Logistics Staff Team Member**
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. Under go Golf Cart Safety Driver Training
2. Delivery of items
 - ◆ Coolers- fill, lift and maintain water levels and follow the sanitation procedures
 - ◆ Low boxes- replenish and deliver on a routine basis
 - ◆ Mail- sort and deliver to cabins
 - ◆ Linens- collect and return laundry that needs to be washed
 - ◆ Vendor gifts
3. Set-up
 - ◆ Check-in and checkout stations on opening day
 - ◆ Evening program and special programs
 - ◆ Lost and Found corner
 - ◆ Area to sort vendor gifts
 - ◆ System to sort cabin photos

Other Job Duties:

- ◆ Assist in cabin duties as needed

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 an ability to multi task

Knowledge Skills and Abilities:

- ◆ Training and experience in working in a fast paced environment
- ◆ Experience in setting up, securing, and maintaining equipment.
- ◆ Knowledge of Camp Kudzu's schedule desirable.

Physical Aspects of the Position:

- ◆ Ability to communicate and work within a team.
- ◆ Ability to problem solve and think ahead for solutions.
- ◆ 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.