
JOB SUMMARY

The Logistics Coordinator works with the Logistics Department to provide the food, equipment, transportation, and logistical support needs of Rites of passage. Every course begins with pre-course packing and logistical planning; each course also involves a number of scheduled course operations. An essential function of the Logistics Coordinator is to support these processes and to make sure they run smoothly. Providing logistical support to Field Staff and program administration is a daily responsibility of the Logistics Coordinator; teamwork and the ability to follow directives are necessary for success within this position. Because the Logistics Coordinator is responsible for coordinating many different parts of the Rites of passage program, the person in this position must be well organized, have exemplary communication skills and have the ability to be flexible. Daily schedules vary widely and work activities are diverse from day to day. This job is highly rewarding for the person who enjoys working with team members and values contributing to a meaningful mission in the workplace.

ESSENTIAL FUNCTIONS

- Work with Logistics Department to provide logistical support for course week operations.
- Provide transportation during individual student and group transport days.
- Clean and maintain program vehicles.
- Provide student supervision on psycho-educational evaluation days.
- Assist with taking inventory of course equipment and provisions.
- Assist with shopping and placing orders for course equipment and provisions.
- Prepare course equipment and provisions for courses and manage pre-course packing days.
- Participate in the "on-call" rotation schedule and respond to field emergencies.
- Attend weekly Logistics Team meetings and participate in team decisions and operations.

JOB REQUIREMENTS AND QUALIFICATIONS

1. Education and Training

- Bachelor's degree in a human and health services field preferred, but not required.
- Must be trained in basic first aid.

2. Licenses and Certifications

- Basic First Aid and CPR certification.
- Food Handler's Permit.

3. Knowledge and Experience

- Must have experience working in the outdoor industry.
- Must have backpacking and outdoor living experience
- Must have the ability to work well under pressure and be well organized to manage people.

4. OTHER JOB REQUIREMENTS

- Must have the ability to maintain good working relationships with clients, employees, and industry professionals.
- Must have effective oral and written communication skills and be able to articulate thoughts and ideas to others.
- Must have the ability to maintain confidentiality of files and other documents.
- Must be able to work with money and cash receipts and keep up-to-date expense records.
- Must dress in a professional manner.
- Must have a valid driver's license and good driving record.
- Must have a demonstrated record of good work attendance and reliability.
- Must be able to lift and carry 50 pounds.
- Must be flexible in work habits and work schedule.
- This position requires a professional demeanor and an orientation toward excellent client services.

5. SPECIAL INFORMATION

Extensive Travel Required

Must be willing and able to drive long distances to travel to course areas. Driving days can range between 1 - 10 hours.. In addition, the Logistics Coordinator will be required to hike supplies in to Coastal Hiking groups with a backpack weighing up to 70 pounds. Inclement weather is a common hazard encountered in this position.

At-Risk Teen Population

Rites of passage serves a struggling, at-risk teen population. Working directly with an at-risk teen can be unpredictable at times and Field staff must be willing to take risks associated with working with this population in a wilderness environment. These risks can be further discussed and evaluated with program administration.

6. WORK SCHEDULE

Overview

The Logistics Coordinator has a schedule that flexes around need but typically is based on a Monday - Friday, 9am to 5pm, availability. It is common for Logistics Coordinators to work irregular hours as needs arise.

Seasonal Schedule

Rites of passage, Washington, operates from April through September each year.
NW courses combine Coastal Backpacking in the Olympic National Park