



LOGISTICS COORDINATOR

The Logistics Coordinator is the do-it-all staff member who works behind the scenes to ensure that camp keeps moving. Primarily, they are a driver and coordinate transport for our Program, Facilities, and Food Services teams. Outside of those times, they are a key staff member assisting with ongoing events and projects. The Logistics Coordinator is passionate about the little things, plans ahead, and sets up the campers and staff for success by getting them where they need to be when they need to be there. Given that all staff and campers stay onsite at the Evans Lake Forest Education Centre while camp is in session, the action never stops and, accordingly, applicants should enjoy working in ever-changing and dynamic work environments. Very strong organizational and interpersonal skills are a must, as well as a yearning for an endless summer! Love theme lunches, high fives, and hands-on & outdoor experiences?

General

- Drive camp vehicles (bus or truck and luggage trailer) for opening/closing days of camp, trips to clinic or hospital, offsite activities (i.e. high ropes, canoeing trips, rafting, hikes), and as-needed supply runs
- Leads pre-trip logistics/organization of campers & staff (including organizing waivers, liaising with First Aid team), and gear/equipment
- Liaises with 3rd party suppliers to coordinate and confirm upcoming activities
- Assists with the general administration of summer camp program and with ongoing camp events & activities
- Regularly reviews vehicle log books and maintenance records, and reports to Facilities Manager
- Assists with major Facilities projects on an as-needed basis
- Accepts Facilities' and Food Services' deliveries and assists with stocking
- Other duties as assigned

Term

- Late June-late August. The right candidate could work as an Instructor in May/June and transition into this role

Safety

- Complies with the Evans Lake's policies & procedures
- Takes ownership for the safety of campers and fellow staff members

Reporting and Evaluation

- Logistics Coordinator reports to the Program Manager and receive mentoring & coaching from senior staff
- A goal-setting & evaluation process will be initiated at the beginning of the season by the Program Manager, and to be followed up on with two check-ins throughout the summer
- Continuous feedback and communication amongst staff members is encouraged

Required Certifications & Experience

- First Aid Certificate (at minimum 8-hour basic certificate)
- Class 4 Driver's License
- Additional certifications are assets, including in: paddling, rock-climbing, and outdoor recreation & leadership

Additional Information:

- Level of compensation will be discussed during the interview phase of recruitment
- ELFES is an equal opportunity employer. We are proud to uphold human rights, we value the inclusion of all members of our community and we strive to create a safe and fun environment for everyone to explore forests
- We acknowledge that Evans Lake is located at Ch'i'yakmesh on the unceded territory of the Squamish First Nation
- **To apply:** Fill out our online application form at <http://bit.ly/2EwKBRB>

*If follow up with your application is required, for privacy & confidentiality reasons, **we can only discuss an application with the applicant (i.e. no agents, representatives or family members).**