

Camp Ramah in Northern California

Job Description

Job Title: **Travel, Logistics, Trip Coordinator**
Incumbent:
Classification: **Non Exempt (seasonal)**
Reports to: Reports to the Business Manager

Position Purpose:

Plan and coordinate travel days for campers and staff to and from camp including both bus and airport logistics. Plan and coordinate both day trips and overnight trip logistics and equipment/supplies.

Essential Job Functions:

1. Responsible for the development and implementation of a travel, logistics, trip management system.
 - ◆ Oversee the use, and care of all camp leased & owned vehicles.
 - ◆ Implement system for regular maintenance and upkeep of camp leased and owned vehicles, including routine duties such as safety checks.
 - ◆ Work with the business manager to schedule vehicle use.
 - ◆ Plan and Manage camp tripping equipment and supplies.
 - ◆ Work with the business manager and food services manager to purchase and implement tripping meals for all trips requiring meals
 - ◆ Work with the business manager and head of specialty areas to ensure each trip has the essential equipment for the implemented program.
 - ◆ Work with the business manager and medical team to ensure incident response and equipment are available and accessible during trips in the event of an incident while on trip.
4. Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state, and federal guidelines as well as American Camp Association accreditation standards.
 - ◆ Respond to emergencies on physical plant and site.
 - ◆ Conduct initial and end-of-season inventory.
 - ◆ Store equipment for safety.
 - ◆ Develop a schedule for checking the trip equipment for safety, cleanliness, and good repair.

Other Job Duties:

- ◆ Participate as a member of the camp management team as needed to ensure the integration of program and equipment in order to deliver a program that meets the needs of campers and the camp mission.

Relationships:

The travel, logistics, trip coordinator is responsible for ensuring all travel, and trips are both safe and fun.

This position has a direct relationship with most employees in terms of trips, travel and equipment.

Equipment Used:

Computers, software & peripherals
Trip/travel equipment and food items

Qualifications (Minimum Qualifications and Experience)

- ◆ Experience in trip planning and logistics
- ◆ Experience in trip meal planning & logistics in a variety of settings both front country and back country.

- ◆ Current certification in first aid and CPR or the ability to obtain certification

Knowledge, Skills, and Abilities:

- ◆ The position requires working knowledge in areas of trip and travel planning, backcountry travel and equipment.
- ◆ Proficiency in the safe and proper use of tripping equipment, tools and food handling
- ◆ Must have knowledge of proper techniques in the following areas: camping, backcountry cooking, first aid, and transportation.

Physical Aspects of the Position:

- ◆ Ability to understand and implement safety regulations and procedures.
- ◆ Ability to communicate procedures and regulations to staff and guests.
- ◆ Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, and guests.
- ◆ Physical strength to lift equipment and supplies (up to 40 pounds).
- ◆ Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- ◆ Ability to safely and properly use tripping tools and equipment.
- ◆ Ability to safely drive cars, light trucks, and other motorized vehicles.
- ◆ Ability to observe campers, staff, and guest behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate management techniques.
- ◆ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).

endurance such as prolonged standing, bending, stooping, and stretching; eye-hand coordination and manual dexterity to manipulate equipment and trip activities. Willing to live in a camp setting and work irregular hours. Operate with daily exposure to the sun and heat and other environmental conditions.