

**Job Description: Program & Logistics Specialist**

The Program & Logistics Specialist is 18+ years old and a high school graduate. The Program & Logistics Specialist is expected to abide by all camp policies and the employment agreement.

The Program & Logistics Specialist will serve as a counselor, working with co-staff to care for assigned cabin each camp session. The Program & Logistics Specialist will share overnight dorm watch duties on a rotation with co-counselors. Each cabin has at least one counselor with them full time. Besides being responsible for the cabin, the counselors and Program & Logistics Specialist act as mentors to the j-crew assigned to their cabin. Most importantly, counselors and the Program & Logistics Specialist are responsible for the safety and well-being of campers at all times

While counselors lead 3 activities each day during a camp session, the Program & Logistics Specialist will only lead 1 or 2 each day in order to fulfill their other duties.

Other duties include the prepping of daily activities as requested by co-staff; coordinating logistics for off-campus trips such as canoeing and service projects; inventorying supplies and submitting requests for restock items.

The Program & Logistics Specialist reports to the Director of Programming.