



**JOB TITLE:** Logistics Coordinator

**SUPERVISED BY:** Logistics Director

**SUPERVISES:** Select Summer & Hourly Staff

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### **POSITION OVERVIEW:**

The Logistics Coordinator will support and actively contribute in fulfilling the goals and mission of Covenant Harbor. With the primary focus on providing assistance in the behind the scenes details, the Logistics Coordinator will be responsible for safe, fun experiences for all guests while also helping support Covenant Harbor programs.

### **GENERAL QUALIFICATIONS:**

This ideal candidate must:

- Be a committed and growing follower of Jesus Christ and actively involved in a local church.
- Be in agreement with and support of Covenant Harbor's mission and vision.
- Be an effective verbal and written communicator.
- Be in agreement with the Affirmations of the Evangelical Covenant Church.
- Have a passion for engaging people of all backgrounds and ethnicities to feel welcome, safe and accepted.
- Have a minimum of 2 years of full time work in Christian ministry.
- Possess an ability to speak effectively in front of large groups of people of all ages.
- Have experience hiring, training and leading staff and/or volunteers.
- Be a planner who is creative, innovative, and decisive with the passion to follow through to execute the plan.
- Be available to participate in and assist with Covenant Harbor sponsored programs (in addition to regular job responsibilities) at camp as requested.

Additional desired skills and experience:

- Current first aid and CPR or lifeguard certification and wilderness first aid and/or first responder certification
- Conversational abilities in Spanish
- Maintenance skills or experience

### **EDUCATION AND TRAINING:**

- A bachelor's degree is desired
- A valid driver's license and a clean driving record
- Computer knowledge and experience in the use of Microsoft Office and Google Suite. An aptitude and willingness to become proficient in CampBrain and other database management systems

### **SPECIFIC DUTIES:**

**Under the supervision of the Logistics Director and working in cooperation with other directors, the following are responsibilities for this position:**

**A. Activities, Waterfront, and Programs**

- Ownership of activity facilities and equipment, maintaining a high standard of care and safety. This will require hands-on maintenance, inspection, inventory, and training of staff.
- Evaluate the activities and implement changes and develop strategies to improve over time.
- Develop a plan to add future activities and replace as necessary.

- Assist in scheduling staff as needed.
  - Maintain current lifeguard certifications and other certifications as necessary.
  - Assist in training and certification of lifeguards.
  - Coordinate with maintenance staff on boat and pier needs and timing.
  - Be a servant leader and team player with a willingness to “go beyond” the expectations of the job description in working with staff and volunteers to accomplish stated goals in all areas.
  - Be willing to assist implementation of Covenant Harbor sponsored programs or events.
  - Help further expand the program ministry of Covenant Harbor through new experiences for a variety of ages and groups.
- B. Staff Hiring, Training, Development and Supervision**
- Supervise select summer and hourly staff
  - Assist in scheduling, conducting and documenting interviews.
  - Review, verify and evaluate all written references.
  - Plan, conduct and document staff training.
  - Conduct and document performance reviews with staff.
  - Observe and coach staff to become more effective in their role.
  - Build a healthy staff community.
- C. Certifications**
- Organize and keep track of certifications needed for staff.
  - Help with paperwork needed to keep certifications for camp updated and current.
  - Be the lead on American Camping Association certification with the Logistics Director.
- D. Greater Covenant Harbor Ministry**
- Be a positive, helpful and active member of the staff community.
  - Support and help with retreats and events at Covenant Harbor.
  - Help effectively maintain and steward Covenant Harbor’s resources.
  - Teach and oversee Ministry Staff, other Covenant Harbor staff, and volunteers in shared tasks.

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

The duties of this position are conducted both indoors and outdoors in all seasons involving irregular schedules, possible weekends and long hours. Work may involve lifeguarding, facilitating, and belaying for extended periods of time in all seasons and weather. Covenant Harbor is built on a large hill and although there are paved sidewalks, there are also many steps and steep inclines. Exceptional stamina is required since the camp environment requires long days during certain times of the year. Work is divided between sitting in an office, working on a computer, talking on the phone, standing outside for extended periods of time, and occasionally lifting and carrying 50 pounds. Ideal candidates will be able to thrive under pressure in an ever changing environment and maintain a positive attitude while serving individuals, guests, and staff well.

**SALARY & BENEFITS:**

**Type of Position:** Full time salaried, year-round

**Benefit Package:** Salaried Exempt Position - Level IV benefits (Covenant Harbor’s highest level of medical and annuity benefits)