



Job Description for Logistics Manager

Summary

Reports to Operations Director or designee; coordinates with administration to procure and supply materials to the field; assists in other times of need or crisis; responsible to oversee safe and reliable condition of all program vehicles and safe transportation of clients.

Essential Duties/Responsibilities

- Oversees and transports clients or employees as necessary and ensures safety of clients while transporting.
- Oversees inventory management and procuring of supplies, equipment, and clothing for use in the program.
- Manages client intakes.
- Ensures camp sites are properly equipped and set up.
- Demonstrates competency with policy, procedures, equipment, and supplies.
- Oversees adherence to policies and procedures and emergency protocols as needed.
- Participates in ongoing quality assurance activities as assigned.
- Participates in and attends meetings and training as required.
- Assists when asked to maintain good relationships with the community and local agencies.
- Acts in the capacity of consultant to Operations Director with regard to logistics, transportation, and safety issues.
- On-call duties as assigned.

Level of Supervision

Given

Supervises other logistics employees as needed.

Received

Works under minimal supervision and relies on experience, knowledge, and judgement to plan and accomplish assigned goals; consults with higher levels of management on the more difficult and complex phases of work.

Business Contacts

Internal

Interacts with staff and clients.

External

Interacts with vendors, parents, and land management agencies.

Educational/Licensing Requirements

Education or Equivalent High School diploma and work experience in logistical environments.

Certificates/Licenses

First aid and CPR; NVCI; O & G licensure; valid driver's license

"Inspiring and guiding others to a place of self-discovery and personal resolve to achieve great success."



Job Description for Logistics Manager

Knowledge, Skills, & Experience

Must be able to safely operate equipment and vehicles and have basic knowledge and experience with vehicle (also ATV and snowmobile) maintenance.

Physical Requirements

Must be able to lift up to 100 pounds, bend and reach; some walking with students is probable. Must pass a pre-employment physical.

Decision-Making Responsibilities

Constant evaluation of program facilities for hazard identification and risk management; includes best judgment regarding the immediate physical health, safety, and welfare of clients when appropriate; plans own time in carrying out assigned duties; orders and reorders necessary supplies.

This description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all duties, responsibilities, and requirements. Other functions may be assigned, and management retains the right to add to or change the duties and responsibilities at any time.

Print Name

Signature

Date