



Job Description for Logistics Coordinator

Summary

Reports to the Office Manager and provides support as directed; responsible for providing back-up support to wilderness staff; transports clients; coordinates with management to supply materials to the field or assist in other times of need; assists in the management of inventory and supply ordering.

Essential Duties/Responsibilities

- Provides back-up support to the field.
- Transports clients or employees as necessary and ensures safety of clients while transporting.
- Prepares and supplies group needs to the field.
- Demonstrates competency with policy, procedures, equipment, and supplies.
- Participates in ongoing quality assurance activities as assigned.
- Participates in and attends meetings and training as required.
- Assists in auditing and balancing inventory.
- Assists in the management of inventory and supply ordering.
- Assists in the preservation, maintenance, and repair of client property; reports damages as appropriate.
- Completes and files required paperwork.
- Provides other program support tasks as directed by the Logistics Manager or Office Manager.

Level of Supervision

Given Will not supervise others.

Received Works under immediate supervision and from detailed verbal and written instruction.

Business Contacts

Internal Interacts with staff and clients.

External Interacts with vendors, parents, and transport agencies.

Educational/Licensing Requirements

Education or Equivalent High School diploma/GED or equivalent work experience in logistical environments.

Certificates/Licenses First aid and CPR; valid driver's license also required.



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Knowledge, Skills, & Experience

Must be able to safely operate equipment and vehicles.
Must have a clean driving record.
Knowledge of Microsoft Word and Excel.
Must be comfortable and capable in the outdoors in all seasons.

Physical Requirements Must be able to lift up to 50 pounds.

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.

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