

Adaptive Sports Center



Logistics Coordinator Job Description

Title: Logistics Coordinator

Reports to: Logistics Manager

Job Status: Full-time; Year-round; Weekends; Non-Exempt

Last Update: April 2021

Position Overview

The Logistics Coordinator assists the Program Manager and Logistics Manager in coordinating office and field-based duties for seasonal interns and handles a wide variety of details on group and camp logistics. The Logistics Coordinator offers general administrative support to the Logistics Manager and occasionally leads field-based activities. This position has frontline interactive responsibilities with key organizational partners and participants and must represent all human services based aspects of the ASC exceptionally well. This position requires sound planning skills, diligent attention to detail, creativity and the ability to work through challenges independently.

Specific Responsibilities

Groups and Logistics

- Assist Logistics Manager with managing group and camp budgets as directed
- Coordinate and facilitate all aspects of logistics for group visits including, but not limited to: pre, during, and post trip communications; transportation, lodging, meals, evening activities, overnight supervision, and staff communications as appropriate.
- Work with APD and PM to ensure complete program scheduling.
- Assist Logistics Manager with visiting trip leader requests and adjustments during a group visit as assigned.
- Coordinate certain permit and licensing responsibilities as directed by the Logistics Manager.

Intern Management

- Work in conjunction and communicate with other Logistics Coordinator as necessary.
- Provide mentoring and training for ASC's interns as directed by the Logistics Manager.
- Cultivate interns as future industry contacts and potential trip leaders
- Ensure that interns are acquiring new skill sets and are developing professionally.
- Mentor, oversee and record all winter and summer based skill development.
- Actively pursue the goal of having an independent intern crew capable of high-quality facilitation and risk management by week six of each season.
- Facilitate hiring, mid-season and end-of-season intern evaluations as directed by the Logistics Manager
- Facilitate recruitment and hiring of interns each season as directed by the Logistics Manager
- Communicate with college and university contacts before, during and after a student's internship regarding academic responsibilities and overall performance.
- Oversee and supervise housing for interns as directed by the Logistics Manager and Facilities and Capital Manager.

Program Support

- Coordinate open-enrollment camps and community programs as assigned.
- Assist with daily program operations as assigned and as needed during busy times.
- Effectively communicate intern goals, development and mentoring with program staff.
- Cross-train in key outdoor program skills and act as a facilitator as assigned.
- Instruct summer and winter based outdoor programs as assigned and as skills allow.
- Oversee and facilitate various staff and intern training and orientation as assigned.
- Other responsibilities as assigned.
- Ability to follow organizational chart for approval and implantation of projects and initiatives.

Supervisory Requirements

- Ensure clients receive the best experience and service possible.
- Adhere to and enforce all staff, guide and instructor job description duties, ASC staff guidelines and handbook.
- Follow the organization's policies and all applicable laws.
- Assist program administration with off-season start-up and close-down.
- Delegate various responsibilities related to program coordination and logistics requirements as needed.
- Provide outreach for and oversight of specialized camp-based programs and resources as assigned.
- Plan, assign and direct work; appraise performance; praise and discipline interns; address complaints and resolve problems.
- Provide leadership and support for the Program Manager during the weekends.

Education and Experience

- Bachelor's degree in adaptive or therapeutic recreation, outdoor leadership, adventure education or other closely related field.
- CTRS is strongly preferred
- A minimum of two years' experience developing, coordinating and facilitating outdoor adventure programming.
- Documented experience managing volunteers, seasonal staff or interns.

Knowledge, Skills & Abilities

- Background or education in working with disabled populations.
- Documented technical skills in winter and summer adventure sports; including alpine skiing, Nordic skiing, ice climbing, mountain biking, hiking, rock climbing, ropes course, and paddling.
- Organized, creative, motivated, and able to perform well in a fast-paced environment.
- Proficient with Microsoft Office suite (Word, Excel, Outlook) and able to quickly learn to use new software.
- PSIA/AASI and Adaptive certified and/or certified in key areas of summer based programs (RCC, AMGA, river/raft guiding, etc.) preferred.
- First Aid & CPR certification or higher.
- Valid driver's license with clean driving record required.

Physical Requirements

- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, climb or balance, talk or hear.
- Frequently required to stoop, kneel, crouch or crawl.
- Regularly lift and/or move up to 100 pounds and occasionally lift and/or move up to 125 pounds.
- Clean driving record and the ability to drive 15 passenger vans in summer and winter mountain driving conditions.

- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

Work Environment

- Fast-paced, highly interactive office environment with moderate to high noise levels.
- Regularly required to work outside in hot and cold weather and may be exposed to other weather elements.
- Weekends required.
- Evenings and holidays as required or assigned.