



Trailside Discovery Camp Seasonal Logistics Manager

Trailside Discovery Camp is an award winning 12-week summer camp for local Alaskans ages 4-14 that offers environmental education and high adventure day programs as well as overnight trips that take campers into Alaska's wilderness. The Logistics Manager will be based out of our TDC warehouse and office space and will be responsible for transporting and taking inventory of equipment and resources for all five of our sites located throughout the Anchorage, Chugiak and Palmer areas. The Logistics Manager will also coordinate with Site Managers, Program Managers, and Instructors to bring and supervise campers on weekly high adventure field trips.

Qualifications:

- Available for the duration of our summer season, 5/1/2023 - 8/11/2023
- Have a valid driver's license, a clean driving record, and be at least 21 years old
- Current First Aid/CPR certifications
- Previous management or leadership experience
- Previous experience working with kids in a formal or informal setting
- Confidence in driving a 15 passenger van with a trailer on city streets and back roads
- Ability to work well with other managers, instructors of all ages, and campers ages 8-14
- Skilled at time management and prioritizing tasks in order to facilitate the best experience possible for campers at all sites
- Strong interpersonal and communication skills
- Desire to be a part of a diverse team of managers from different life backgrounds
- Self-motivated and passionate about our mission of environmental stewardship
- Proficiency at using the Google Suite, particularly Google Drive and Sheets

Preferred Qualifications:

- Skilled at high adventures such as mountain biking, kayaking, fishing, and/or canoeing

- Enthusiastic about leading campers on high adventure field trips around the Anchorage, Chugiak and Palmer areas
- Knowledge of outdoor recreation activities and interest in developing curriculum for biking, boating and archery programs
- Experience camping in the backcountry and willingness to help prepare and unpack for our overnight Quest Trips
- Ability to stay a week or so after camp ends to help reorganize supplies and gear, clean out vans, bring high adventure gear to be repaired, etc.

Essential Functions:

- Communicating regularly with other managers and promptly responding to them when needed
- Driving and managing instructors and camper groups on high adventure field trips most days of the week
- Receiving and sorting packages of supplies and gear at our warehouse daily
- Dispersing supplies to all sites according to Program Manager requests
- Being present at the warehouse when needed to help trips prepare and unpack
- Cleaning and maintaining high adventure gear
- Participation in manager training early-May and helping to lead a predetermined portion of general staff training mid-May
- Being a positive role model for other Trailside staff and campers
- Willingness to be flexible and enthusiastically show up wherever needed and perform other duties as assigned
- Maintaining American Camp Association standards
- Committed to reflecting the values of Trailside Discovery Camp and The Alaska Center Education Fund by working towards justice, equity, and inclusion in the world of environmental activism - this includes respecting all aspects of human diversity, including race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, and sexual orientation

Other Job Responsibilities:

Program

- Reflecting the values of Trailside Discovery Camp and The Alaska Center by demonstrating environmental stewardship
- Upholding Alaska Center Education Fund and Trailside Discovery Camp mission and cultural values by exhibiting cross cultural competency
- Working with the Site Managers, Program Managers and Camp Director to provide high quality education experiences to all Trailside Discovery Camp participants
- Supporting operations at all five Trailside Discovery Camp sites
- Supervising participants and staff and ensuring the safety of all staff and campers

- Planning and implementing predetermined portions of staff training.
- Helping to plan and moderate all staff meetings
- Coordinating with the Site Managers, Program Managers and Camp Director for the implementation of logistical plans and transportation schedules
- Coordinating field trips, gear maintenance, trailer placements, etc.
- Maintaining and overseeing the use of supplies and program equipment

Childcare

- Recognizing and appropriately responding to hazards and emergencies
- Maintaining American Camping Association standards for instructor to camper ratios
- Encouraging the personal and social development of children
- Working with staff to provide appropriate behavior modification to campers
- Moderating concerns between campers, parents and staff

Records

- Maintaining accurate records
- Taking inventory of new supplies and checked-out gear
- Assisting the Camp Director with registration as needed
- Protecting the confidentiality of the participant and staff records

Supervision and Support

- The Logistics Manager reports to the Camp Director
- This position supports all of the Site and Program Managers as needed

Attendance

- Attending prep-week for staff training
- Leading parts of staff training
- Leading at staff meetings
- Completing the entire length of the summer as agreed upon in his/her contract

Compensation: See our wage schedule based on education and experience.