



Job Posting: Logistics Coordinator Summer 2025 Camp Staff

Logistics Coordinators are responsible for ensuring camp operations run smoothly by managing set-up, take-down, and transportation of supplies. May be tasked to do supply shopping, delivery of supplies, park/facility clean up, and activity set up. This role requires strong organizational skills, the ability to work in a fast-paced environment, and a willingness to take on physical tasks. Logistics Coordinators report to the Camp Coordinator.

- Must have a valid G driver's license
- Ability to lift and transport supplies and equipment
- Standard First Aid & CPR Level C (course taken no earlier than September 2023)

Before continuing with the application process, please make note of the following:

1. All staff must commit to working Monday-Fridays, must be flexible to work various hours (8-hour shifts) either starting at 7:30am or ending at 6:00pm, and be willing to work longer shifts if needed.
2. Mandatory Trainings: Attendance is required for the following trainings:
 - Logistics Training: Tuesday, June 18th
 - All-Staff Training: Tuesday June 4th, Friday June 7th, Tuesday June 11th, & Friday June 21st

WAGE: Please see the Wage Chart on our website for more information. To view, please click **"About" then "Employment"**.

To apply: Please send your resume and a cover letter indicating why you would be the best candidate to:

Dovercourt Recreation Association,
c/o Roshelle Castro, Program Coordinator
Jobs@dovercourt.org

**Applications will be accepted until enough staff are selected.
Interviews will be ongoing.**

For more information about Dovercourt and our camp programs, please visit
www.dovercourt.org.