



Transportation & Logistics Coordinator – Administrative Team

Camp Beech Cliff (CBC) is seeking a highly motivated administrative seasonal staff person for our premier traditional outdoor education day camp. With 50 acres of woods bordering Acadia National Park and extensive waterfront on Echo Lake, summers at CBC are all about working in a positive environment and developing as a professional. We take great pride in our accreditation with the American Camp Association (ACA) which drives everything we do in terms of health and safety.

Summary: The Transportation & Logistics Coordinator is responsible for the summer camp transportation system, both in preparation, staffing, and administrative execution. The Transportation & Logistics Coordinator must represent Camp Beech Cliff's values and professionalism, and successfully prioritize and complete projects in a fast-paced environment. They will work alongside the Office Administrator and Front Desk Associate to ensure that office operations, specifically in regard to camper attendance and transportation, are well organized, customer-centered, efficient, and relate to the mission and core values of the camp. The Transportation & Logistics Coordinator is a crucial member of the office team and must be punctual, organized, detail oriented, well versed in customer service best practices and skilled at communicating in a clear, warm, and friendly way. This role can be built as an Internship as well.

Duties include (but not limited to):

- Assist the Office Administrator with pre-camp office set up and preparation.
- Coordinates transportation logistics and schedules bus/van drivers daily.
- Supervises all staff Bus Monitors and their training and scheduling to ensure safe and smooth bus operations
- Secure/coordinate substitutes for bus/van drivers and monitors when needed
- Take responsibility for answering phones, emails, helping to keep a clean and orderly office
- Operate database software, after receiving training and instruction.
- Assist with the day-to-day logistics of camp operations, particularly in areas of attendance, early pick-up, and transportation.
- Be a resource to camper families and visitors; communicate feedback problems/issues to Office Administrator, Camp Director, or Executive Director.
- Assist with the planning and coordination of special events at camp including parades and other major events both onsite and in the community.
- Assist Senior Administrators with associated office tasks.
- Maintain the confidentiality of camper, camp family, and staff information.
- Assist with the coordination of projects around camp designed to enhance the camp environment.
- Assist in other areas of camp operation when needed (which could include van driving, press release writing, documenting camp, social media, etc.)

Considerations: Applicants should realize that camp jobs are challenging, demanding, and require a great deal of patience and ability. Personal lifestyle sacrifices may have to be made including disconnecting from daily use of digital technology during the camp day. Sensitive and dynamic leadership is necessary to provide stakeholders, donors, and other team members with professional communication, positivity, the ability to multi-task. All staff must adhere to the health and safety laws set forth by the State of Maine Dept of Human Services Youth Camps Division, and standards for accreditation with the American Camping Association. Possible Housing. 40 hrs./week - \$18-\$20/hr
DOE

Minimum qualifications: At least 21 years of age, attention to detail and logistics, personal initiative, computer/database literacy, organized, clear, positive and honest communication skills, clean driving record, and ability to supervise. Availability June 3rd – End of August 24th.

Preferred qualifications: Office experience; BS Degree with camp experience preferred.

For questions and to submit an application visit us at: www.campbeechcliff.org

Matt Cornish, Camp Director matt@campbeechcliff.org