

Camp Logistics Coordinator

Time Commitment: Mon-Thurs. 8am-4pm, Fri. 9am-Noon

Status/ Location: Full-Time, Temporary (May-Aug.), Detroit, MI

Compensation: \$20/hr

Why We Need You

An exceptional camp experience comes from more than well maintained spaces and great programming, it takes the right people. Help us facilitate fun-filled youth arts experiences that heal, connect and inspire.

Mosaic is seeking a dynamic Logistics Coordinator to support bringing our robust summer camp programs to six Detroit area neighborhoods. As Camp Logistics Coordinator you will support the Program and Leadership Team in managing people, equipment and schedules to ensure that each day is both fun and safe.

Camps are active, exciting and take place in-person and outdoors. All participants must abide by Mosaic COVID-19 safety guidelines.

Responsibilities + Functions

- Work closely with the staff , hosts and vendors to achieve seamless system functions
- Manage and update Camp project plan.
- Visit sites and assess event needs
- Research, negotiate, and manage quotes for vendor needs
- Manage daily set-up and teardown for event at two locations each week. (Locations TBD)
- Coordinate all program equipment and supplies in their proper care and replacement while ensuring all items are available
- Conduct daily check of equipment for safety, cleanliness, and good repair, and immediately report any equipment needing repair.
- Manage daily event activities at each location (4-days a week/6 weeks)
- Coordinate and supervise additional support staff and volunteers
- Co-Create post-event survey or event assessments.
- Schedule and attend debriefing or post-event meeting.
- Work directly with the Camp Leader to supply programs with necessary supplies.
- Serve as a driver for supply trips for campers and staff.
- Serve on the summer leadership team including joining in weekly planning meetings.
- Some duties may be reassigned and other duties may be assigned as required.

What we're looking for in a candidate

- Self-motivation, accuracy, and ability to manage and meet multiple deadlines
- Flexible, willing to ask questions and work both independently and with a group.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Interpret a variety of instructions furnished in written or oral form
- Displays ability to proactively solve problems.
- Ability to accept guidance and supervision.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with various stakeholders; including the ability to communicate effectively and remain calm and courteous under pressure.
- Must have a driver's license and access to reliable transportation.
- Must successfully pass background check including driving record.

Additional Attributes

The successful candidate will embrace the essential components of a strong team: open communication, trust, respect, loyalty, and shared vision.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Must be able to lift 50 lbs.
- Must have ability to perceive audio & visual alerts for emergency purposes.
- Must be able to sit or stand for long periods of time.
- Be able to participate in physical activity for various amounts of time. (Dancing, singing, demonstrating game skills, etc.)

Submission Procedure

Take some time to familiarize yourself with our organization, what we do, and what we believe in. Then, if this seems like a community you'd like to be a part of, please email your resume to hr@mosaicdetroit.org with the subject line "Summer Camp Logistics".

Finalist candidates will be contacted for an interview. No calls, please.