



JOB DESCRIPTION: PROCUREMENT & LOGISTICS COORDINATOR

Classification: Seasonal-Summer

Location: Glisson's [Resident Programs](#)

Reports to: Program Director of Residential Programs

Minimal Qualifications:

- Active Christian faith
- Passion for building Christian community by coordinating logistics, teaching, and equipping others
- Willingness to support the theological doctrines and practices of the [United Methodist Church](#)
- At least one year of college completed
- Ability and willingness to:
 - practice servant leadership while working collaboratively within a team
 - facilitate harmonious relationships and interactions between campers and fellow staff members
 - perform in potentially strenuous physical activities (hiking, lifting, etc.)
 - give and receive constructive feedback
 - solve problems creatively in fast-paced and at times high-stress environments

General and Specific Responsibilities:

- Collaborate with Director and Program Director to coordinate staff training
 - Regard safety (physical and emotional) as the first priority and most important consideration in every circumstance
 - Receive driver training for shopping/order pickups
 - Teach staff proper procedures for Camp Store usage and scheduling
 - Prepare and lead assigned trainings for Crew members over two different weekends during the summer
- Daily responsibilities
 - Work with Team Leaders to coordinate daily/weekly schedules of all camp store openings
 - Supervise/provide refresher trainings for Crew Members as they work in the Camp Store and assemble packages
 - Manage Camper Store accounts and sales
 - Facilitate various elements at the Challenge Course (at least once per day) as assigned by Challenge Course Coords.
 - Maintain a clean and organized Camp Store space, care package assembly space, and living space
- Manage Camp Store and Camp Shopping/Ordering
 - Manage Camp Store/Care Package inventory (weekly), stock (daily), and reordering (as needed)
 - Coordinate with Crew Team Leaders for all meal/packout/supply purchasing needs
 - With Program Director, manage all finances/record keeping for ordering/purchasing
 - Create a time management system for inventorying, stocking, ordering/purchasing to ensure efficient camp operations
 - Clean store vehicle as needed
- Active Coordinator Team member
 - Affirm and support the ministry of North Georgia Camp and Retreat Ministries
 - Be in a supportive role to the counselor to campers ministry and be available to assist as needed at any time
 - Prepare for camp during the Spring through on site meetings, retreats, and/or online/phone discussions.
 - Ensure adherence to camp policies/procedures and Core Values
 - Attend and contribute to Coordinator Team meetings

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered as-needed.