



## **JOB DESCRIPTION: OUTPOST LOGISTICS & MEDIA CO-COORDINATOR**

**Classification:** Seasonal-Summer

**Location:** [Glisson's Outpost Program](#)

**Reports to:** Assistant Director of Outpost

### **Minimal Qualifications:**

- Active Christian faith
- Passion for building Christian community by leading, 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 to:
  - engage in servant leadership while working collaboratively within a team
  - facilitate harmonious relationships and interactions between staff and campers
  - perform potentially strenuous physical activities (e.g. hiking, lifting gear, etc)
  - give and receive constructive criticism
  - solve problems creatively in fast-paced and at times high-stress environments

### **General and Specific Responsibilities:**

- Collaborate with Media Team (Videographer, Photographer, and Outpost Logistics + Media)
- Daily responsibilities
  - Take photos for living groups, daily camp activities, and specific marketing photos
  - Ensure photos are appropriate and reflective of the NGCRM mission
  - Coordinate to ensure daily uploads to the online parent portal
  - coordinate gear swaps with batteries and sd cards throughout the week
- Mutually responsible (alongside other members of the Media Team) for media equipment
  - Manage all media and communications equipment used at Outpost
  - Manage a system of checking in/out equipment for Outpost counselors and update equipment inventory
  - Inform Directors of any broken equipment or purchase needs
- Manage Logistics
  - Inventory, organize, and manage gear on a regular basis
  - Fill out weekly reports and paperwork (Accident/Incident reports, rope logs, refrigerator logs, etc.)
  - Manage the food service process (coordinate menus, inventory, purchase, and pick-up food, organize food room)
  - Work with Team Leaders to coordinate the Outpost transportation schedule
  - If 21 or older, pass required driver training to transport campers and use camp vehicles
  - Must maintain lifeguard certification and be willing to obtain other certifications (e.g. wilderness first aid, challenge course facilitation, etc.) as needed for support of programmatic activities
- Outpost Philosophy
  - Regard safety as the first priority and most important consideration in every circumstance
  - Emphasize intentionality in spiritual growth and development
  - Practice and teach small group camping as detailed in staff training
  - Ensure adherence to the Outpost Skills Progression system
- Active Summer Support Team member
  - Affirm and support the ministry of North Georgia Camp and Retreat Ministries

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

- Be in a supportive role to the counselor and be available to assist counselors as needed
- Prepare for camp during the Spring through on site meetings, retreats, and/or online/phone discussions.
- Complete Challenge Course facilitator training during staff training to facilitate the course as needed

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