



Keystone
Science
School

Camp Logistics Assistant Coordinator **Job Description** **2017**

Job Title: Camp Logistics Assistant Coordinator
Job Status: Seasonal Part-Time
Pay Status: Exempt
Start/End Date: March 15, 2017 – September 1, 2017
Reports to: Camp Logistics Coordinator and Camp Director

Keystone Science School Mission:

Keystone Science School educates youth and adults to broaden perspectives and foster appreciation for engaged citizenship. We accomplish this through meaningful and collaborative learning experiences in the natural mountain environment that incorporate non-biased scientific inquiry, leadership development, civic engagement and academic rigor.

The employees of Keystone Science School collectively work for the Mission, and truly live the [Vision and Values](#)! We offer competitive health and welfare benefits, and employee housing (based on the position offered). Our campus is located at 9,200 feet on the site of Old Keystone Village in Keystone, Colorado. Our historic 23-acre campus serves as the ultimate outdoor laboratory and is the home base for our diverse suite of programs. Our facilities include modern log-style dormitories, a central dining hall, an outdoor amphitheater, a state-of-the-art observatory and geothermal field. Visit KeystoneScienceSchool.org to learn more!

Program Overview and Job Summary:

KSS Summer Camp offers a wide variety of programs to campers grades K-12. Our programs follow a progression that ensures that campers can return each year for a fresh, exciting experience with new things to learn. Programs include Residential Camp, Day Camp, Off-site Day Camp, Teen Leadership and Teen wilderness programs.

The Camp Logistics Assistant is a seasonal administrative position, responsible for assisting with all camp logistics, managing camp registration, paperwork and enhancing the customers' overall experience. The Assistant is a key "face of camp" to parents and families and excellent customer service skills are a must.

Essential Duties and Responsibilities

- Main areas of focus in this position are:
 - 85% Administrative
 - 15% Program Facilitation
- Assist with and execute specific training sessions during staff training;
- Assist in the School Store, in partnership with the Administrative Coordinator;
- Complete all logistical operations for Camp Programs, which include but are not limited to: accounts receivable/payable, all parent communications (ie: evaluations, session newsletters, information packets and phone calls), campership tracking, summer program set-up, registration and tracking, camper paperwork and checking campers in and out of programs, in partnership with the Camp Logistics Coordinator;
- Serve as a point of contact for parents with regards to anything Camp related. This includes providing prompt responses to emails and phone calls, maintaining professional and appropriate in-person interactions and showing enthusiasm for the program and campers involved;
- Complete various administrative tasks associated with the successful operation of Camp Programs;
- Other duties as assigned.

The minimum requirements in knowledge, skills, and abilities for the candidate of our choice:

- Strong work ethic and will work until the job is complete;
- Motivation to contribute positively to the KSS at-large community;
- Interpret a variety of instructions furnished in written or oral form;
- Multi-task efficiently while managing a high-volume workload in a fast-paced, changing environment;
- Superior customer service skills with the ability to be creative and think 'outside the box';
- Strong command of communication, writing, and organizational skills;
- Effectively interact with people of diverse backgrounds and different levels of experience;
- Ability to work in a busy environment with many distractions;
- Write reports, correspondence, and procedure manuals with attention to detail;
- Ability to create, manage, and maintain a budget utilizing Microsoft Excel and Quickbooks;
- Ability to track information and manage high volume of data such as contacts, prospective donors, and participating teachers.

In addition to the above-required talents, our ideal candidate will have these preferred skillsets:

- Computer skills include proficiency with Microsoft Office (Word, Excel, etc.), QuickBooks, iPhoto and Adobe;
- Familiarity with current social media technologies;
- Comprehension of the Spanish language via written and/or verbal form.

Our travel expectations:

- This position requires travel up to 5% of the time.

Our required education and certifications:

- Minimum 1 year experience in customer service;
- Minimum 1 year in logistic coordination;
- Experience working with youth grades K-12;
- Current First Aid and CPR certification;
- Excellent driving record and a valid driver's license.

Our preferred experience:

- 2 years of experience in customer service;
- 2 seasons of Camp employment;

The physical demands of this position:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to feel, handle, or hold objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to sit for extended periods of time, stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Our work environment:

The work environment characteristics described here are representative of those that must be met by an employee while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the employee to work in close contact with his/her teammates. The office space is small and the employee must have the ability to stay focused while others are working in close proximity. The noise level in the work environment is usually moderate, but varies seasonally due to programs and staffing on campus.

Want to find yourself at the heart of Science. Adventure. Fun? Apply now!

Please submit the Employment Application found on the Keystone Science School Employment Page. In your cover letter, please include desired salary, and attach resume. Application materials must be submitted by *February 12, 2017*. However, materials will be accepted until position is filled.

Keystone Science School is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.