Logistics Coordinator

JOB TITLE
School Programs Logistics Coordinator

JOB ORGANIZATION LEVEL
Coordinator

JOB AUTHORITIES AND ACKNOWLEDGEMENT
The Logistics Coordinator maintains the School Programs Department’s high standard of planning and hosting school field trips.

DIRECT SUPERVISOR
School Programs Manager

ELIBIGILITY
Education and Licensure
 Bachelor’s degree or equivalent experience

Experience
 Two year’s professional experience

POSITION DESCRIPTION
Westminster Woods seeks a dynamic and detailed oriented Logistics Coordinator to oversee the multiple components required to plan for and host over 200 schools annually. The four main components that the Logistics Coordinator oversees include (1) scheduling, (2) developing itineraries, (3) working with SP Staff, and (4) collaborating with departments within Westminster Woods.

POSITION TASKS
1. Scheduling Schools
   - Serve as the primary contact for schools, teachers, and parents
   - Book and reserve programs utilizing CampBrain software
   - Hold all School Program contracts and support the administration department throughout invoice process
   - Assist in developing and carrying out strategies to recruit new bookings and upsell existing bookings
   - Maintain accurate and current data within Google Sheets as well as other programs
   - Record metrics for School Programs database
2. Developing Itineraries
Send out and collect all required forms and documents
Communicate with lead teachers for each program
Develop and maintain unique program schedules for each school group
Act as an event coordinator to oversee all elements of planning including arranging dates, food, lodging and staffing

3. Working with School Programs Staff
   - Create work schedule for Teacher Naturalists
   - Attend and lead a section of the weekly School Program department meeting to review schedule and facilitate sign-ups
   - Collaborate with the School Programs Manager and School Programs Coordinators on special projects in support of School Programs

4. Collaborating with other Departments
   - Act as the point person for School Programs to collaborate and communicate with support departments (Kitchen, Housekeeping, Buildings and Grounds and Aquatics)
   - Create weekly work orders
   - Update reservation files as needed

POSITION EXPECTATIONS
- Cares for others, possesses strong interpersonal skills, has a high degree of emotional intelligence and can build enduring relationships
- Is a professional and effective communicator with strong writing and speaking skills
- Thrives in a fast paced and dynamic environment
- Has the ability to triage and manage multiple demands
- Is highly detailed oriented and accurate
- Is a creative and innovative problem solver
- Works well within a team environment
- Is committed to continual learning and development and someone who is open to giving and receiving feedback
- Will continue to streamline the Logistics Coordinator position
- Demonstrates a commitment to inclusivity and diversity
- Is passionate about the work being done within School Programs and can support Westminster Woods as a whole

TIME COMMITMENT
This 11-month position runs from August to June. The Logistics Coordinator role is full time.

SALARY, HOURLY, CONTRACT
Hourly
BENEFITS PROVIDED
This position includes medical and ancillary (dental, vision, etc.) where the employee pays 25% of the insurance cost. Sick time is accrued at 4 hours per month (6 days a year). Sick time can be accrued up to 160 hours. Vacation time is accrued at 4 hours per month (6 days per year). Vacation can be accrued up to 160 hours. 12 paid holidays per year.

SALARY RANGE
$23 per hour

START DATE
October 2nd, 2023

TO APPLY
Please email a cover letter, resume and three professional references to Casey Stachelski, School Programs Manager, at Casey@Westminsterwoods.org. Applications will be received on a rolling basis until the position is filled.

*Westminster Woods is committed to equity and inclusion. We welcome all backgrounds, races, abilities, cultures, faiths, orientations, identities, and communities.*