

## Job Announcement - Logistics Coordinator - Summer 2012

Passages Northwest Wilderness School and BOLD Mountain School are YMCA program dedicated to inspiring courage and leadership in diverse groups of adolescent girls and boys through outdoor adventures. Our vision is to promote a world that values all equally, offers them opportunities to change their lives and communities for the better, and supports them in realizing their dreams. We prepare young people, from middle school on, to be the next generation of leaders through multicultural experiential education in the natural world.

We are currently hiring for the position of Logistics Coordinator, who is responsible for preparing all of our logistical systems, including food, equipment, and transportation for the upcoming 2012 Summer wilderness season.

### Primary Responsibilities include:

- Preparing all logistical systems for the upcoming 2012 summer wilderness season
- Ensuring safety, quality, and organization of all logistical systems
- Managing the organization, function, and availability of backpacking, camping, and rock climbing equipment, including clothing, first aid supplies, stoves, and technical equipment
- Planning, purchasing, and organizing field appropriate and culturally competent meals
- Collaborating with staff to pack and prepare all field-going food and equipment
- Coordinating vehicle use and maintenance

### Critical Success Factors and Qualifications:

- Excellent organizational and time management skills
- Professional experience working with outdoor equipment, including repair and maintenance
- Experience planning and packing backcountry food for parties of 10 or more
- Commitment to working with diverse groups
- Group facilitation and conflict resolution skills, including ability to create an inclusive environment
- Administrative skills, including experience using MS Word and Excel
- Strong communication skills (both written and verbal)
- Ability to work independently as well as within a team
- Professional instructional experience in backpacking, rock climbing, and/or mountaineering a plus

**Dates of Employment:** Begin May 2012; summer begins June 16 through September 10<sup>th</sup>, 2012.

**Compensation:** Pay DOE: \$70-\$95 per day. Benefits include access to equipment pro-deals and professional development opportunities.

**Minimum Qualifications:** Clear criminal background check; WA state driver's license with safe driving record.

**To Apply:** Send resume or letter of interest outlining pertinent experience to [caitlinobrien@seattlemca.org](mailto:caitlinobrien@seattlemca.org) or mail to Passages Northwest 909 4<sup>th</sup> Ave Seattle WA 98107.