PAWS- White Mountains Logistical Coordinator

Application Information

Definition & Purpose:
The basecamp coordinator will be responsible for the overall logistic plans related to food and transportation for August training and the program. They will assist the other coordinators with spring and August trainings and work on paperwork relating to the program (such as menu plans, organization of leader driving paperwork, transportation reservations, etc.). The coordinator will be responsible for reading the Mendums site for training, the program and will work with a team of volunteer logistics staff to ensure that tasks are being completed during the program. During the program, they will be stationed in the White Mountains and will act as part of the emergency response team for the backpacking program. They will also have responsibilities in enforcing the policies of PAWs with participants and leaders while acting as a point-person for logistical and schedule-related issues during PAWs.

Logistical Leaders Program Area Description
PAWS would not be possible without the help of a strong team of student volunteers coordinating the behind the scenes work. This position requires no prior experience with PAWs or the outdoors. However, flexibility and positive attitudes are a must! If you’d like to get more involved with PAWs, this is a great way to get started!

Duties and Responsibilities:
- Serve as part of PAWs general logistics team
- Oversee food inventory and purchasing plan for program area
- Pack all food boxes for training and program with the assistance of the logistical leaders and two program area coordinators.
- Coordinate food cleanup and storage efforts at the closure of the program
- Coordinate food transition from training week to program week
- Coordinate transport of food from Rec. Center to Mendums
- Assist in updating training and program menus (Design by PAWs Director)
- Lead skills sessions for leader training (campsite setup and cooking, canoeing, orienteering, day hike)
- brief leaders on Menus prepared by PAWs Director
- Assist in other training sessions as assigned
- Drive campus rec vehicles (occasionally with a trailer in tow) as necessary
- Act as point person for logistics, food pack outs and other issues during PAWs
- Help ensure that leaders and participants are acting within established policies
- Coordinate transportation reservations for program
- Ensure Mendums facility is in good working condition
- Acquire fire permits
- Oversee logistics volunteer staff

Spring – 40 hours total (scheduled based on availability)

During the spring semester, the coordinator will work with the program co-coordinator to plan spring trainings, work on August training plans and inventory and plan for gear purchasing. The coordinator will be the co-leader on the day hiking training.

August – Full-time (40 hours/week)

During the month of August, the coordinator will procure all food and stage it at Mendums or the Hamel Recreation Center. He or she will be responsible for readying the food boxes. The coordinator will also work on participant communication and paperwork organization, finalizing menus, managing allergies and other tasks as needed or outlined above. During PAWs training this coordinator will work with the logistic staff to ensure that all food is ready for PAWs program week. During PAWs, the coordinator will be in the White Mountains and will act as part of the emergency response team.

September – 10 hours total (scheduled based on availability)

During the first few weeks in September, the coordinator will be responsible for the oversight proper gear storage and facility cleanup. They will meet with the other coordinators to evaluate the efforts and also will be responsible for inputting participant evaluation data.

Qualifications:

- Strong interest in program administration
- Experience planning for events
- Keen attention to detail
- Self-directed and ability to work independently
- Ability to communicate clearly
- Experience in a leadership role
- Strong technical skills in at least three of the following: day hiking, camping, cooking, canoeing and orienteering
- Clean driving record
- Past experience with the PAWs program required

Education:

- The applicant must be a current UNH student/graduate student or a UNH Alum (graduate within the past 3 years).
Period of Employment:
- Employment with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

Compensation:
- $12/hour.
- 10 hour max per day unless discussed prior.