



WYOMING CATHOLIC COLLEGE
SUMMER JOB DESCRIPTION
Logistics Supervisor



Job Title: COR Logistics Supervisor

Location: Lander, WY

Department: COR Expeditions and OLP

Compensation: \$12/hr plus housing (eligible for performance based bonus at the end of the summer).

Reports to: Operations Coordinator and COR Senior Staff.

Application Deadline: Nov 14, 2022 **(8:00AM)**

Work Schedule: 40 hours/week; schedule will vary. The majority of work will be done from 8:30am – 5:30pm, Monday – Friday, but evening and weekend shifts should be expected. Bonus consideration based on performance and limited vacation time taken.

Position Summary: Maintain and staff a clean and organized equipment center. Prepare and provide food, equipment and transportation needs for all WCC and COR summer trips. Lead teams of hybrid, field, and intern staff in accomplishing logistics tasks.

Essential Functions/Primary Job Responsibilities:

1. Maintain a clean and organized equipment center. This includes the OLP/COR office and gear storage areas, including St. Joseph's gearage and the boathouse storage units.
2. Maintain all WCC and COR backcountry gear: inventory, maintenance, ordering gear as needed, allocating and packing gear for trips, and de-issuing, cleaning, sorting, and putting away gear after trips.
3. Rent outdoor clothing and equipment to WCC students, staff, and faculty.
4. Lead teams of intern, field, and hybrid staff in accomplishing logistics tasks.
5. Provide backcountry food for all WCC and COR summer programs. Work with WCC & COR staff to order, shop for, and pack food under the direction of the Ration Supervisor.
6. Drive shuttles back and forth to Denver, Salt Lake City, COR Ranch, or other course locations as needed.
7. Assist full-time OLP and COR staff (Director, Assistant Director, Admin Assistant, and Course Directors) as needed.
8. Act as liaison for incoming freshmen to prepare them for their 21-Day Trip. Call or email them to answer questions related to the program, collect necessary paperwork, adequately prepare for special dietary needs of the trip, and communicate expectations for fitness levels, gear needs, etc.
9. Provide logistical support to the PEAK programs in coordinating outdoor activities, providing food and gear, and assisting PEAK staff with any outdoor-related aspects of the program.
10. Provide logistical support for COR Ranch as needed. This may include: driving gear, food, and staff back and forth to the COR ranch; assisting with any outdoor activities at the ranch; supporting the ranch staff by cooking, cleaning, and living/working at the ranch.
11. Provide logistical support for the Freshman 21-Day Trip, including but not limited to: ordering and packing food; managing re-ration: food pack, mail, and gear replacements; supporting instructors during course prep; transportation; de-issuing gear.
12. Assist with paperwork for all trips.
13. Other duties, as needed.



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Minimum Job Requirements:

Ministry

- COR exists to reclaim the wealth of people's identity and purpose in Christ. All COR employees must be excited and willing to engage in this mission. Experience in youth or young adult ministry is a plus.

Education/Experience:

- Good interpersonal and communication skills, organization, attention to detail, creativity, and reliability.
- Completion of WCC Freshman 21 Day Trip & Leader Week training.
- Ability to maintain confidentiality with sensitive information.

Specific Skills/Specialized Knowledge:

- Familiarity with basic procedures of the outdoor program, including backcountry menus and gear repair, as well as willingness and ability to learn more.
- Strong communication needed. Must be able to work with supervisors and co-workers as well as other college staff, interns, incoming freshmen, and parents.
- Ability to work collaboratively with others as well as independently.
- Ability to professionally represent the goals of WCC, the outdoor program, and COR to a wide audience.
- Ability to maintain a strong work ethic and positive attitude with a challenging schedule.
- Must have a current driver's license and WCC college driver certification.

Level of Supervision Received/Given:

1. **Must be a self-starter in terms of working from a list of tasks with limited supervision;**
2. Able to take initiative to address needs as they arise without specific directions;
3. Willing to work with others to accomplish selected tasks in managing the equipment center.

To Apply: Complete the WCC job application online at wyomingcatholic.edu/employment-application. Upload a cover letter and current resume when prompted in the application.

For More Information: Contact Mr. Zach Carlstrom at zach@corexpeditons.org.