# *SOAR*
## Logistics Assistant / Intern

Summer staff position as a Logistics Assistant/Intern in a personal growth outdoor setting. The program is designed to work with Learning Disabled & Attention Deficit Hyperactive Disorder students, ages 8 to 18 years of age.

**Responsibilities include**: The responsibilities of the logistics assistant can be broken down into three essential components: equipment and facility, transportation, and food.  The logistics assistant will be working closely with the Logistician, Food Service Manager, and Course Directors.  The responsibilities of the logistics assistant include, but are not limited to the following:

Equipment and facility:  maintaining equipment, equipment room, and general areas of base. Checking in/out equipment to students and staff, initiating any repairs and replacements, insuring use of rope and equipment logs, and general maintenance and cleaning of equipment.  The equipment room should be kept in a neat and orderly fashion, along with other areas of base operations.  Facility needs include, but are not limited to:  basic repairs, mowing and weed eating, trail maintenance, ropes course maintenance, and insuring compliance with all state and federal regulations.

Transportation:  insure the availability of vans and trailers, review logs and records regarding vans, schedule routine maintenance of vans, and insure all trailer hook ups are operating correctly.  At the end of each course, the logistics assistant will check out vehicles for any damage, mileage used, and any necessary repairs needed, keeping documentation and records for review with the Physical Plant Director.

Food:  In conjunction with the Logistician, the logistics assistant will insure proper storage of food in the food room, create and transport food boxes into the field to meet groups, and keep the food room stocked with staples from Manna food bank.  The logistics assistant will also assist with the preparation and distribution of base food as needed.  Additional duties may be assigned as needed.

There will also be opportunities to work with youth, as they may provide support in a variety of areas, such as providing relief for field staff or working with youth staying in-between courses.  As such, the logistics assistant must be able to promote an experiential learning atmosphere that is conducive to the development of self esteem and life skills.

**Requirements for the position include**:  20 years of age; 2 years college experience, understanding of logistical needs associated with wilderness programs; current first aid and CPR certifications (WFA/WFR preferred); an understanding of the problems indicative of the LD/ADD adolescence; experience working with youth; basic experience in outdoor adventure activities; and an ability to follow the SOAR Risk Management plan to provide a standard of care that follows norms set by the profession.

**Expectations for the position include**: Compliance with all policies and regulations of SOAR; understanding the personal needs of counselors are secondary to the emotional and physical well being of our clients; utilizing behavior management techniques consistent with the program philosophy at SOAR; acting in a professional manner at all times to promote SOAR and the profession.  Expectations also include being able to fulfill the physically demanding requirements of the position including but not limited to: being able to hike with a backpack weighing 25-40 pounds over rough and mountainous terrain for 5-10 miles per day; being able to perform upper body tasks such as belaying or guiding a whitewater rafting trip; camping outdoors for extended periods of time in a variety of environmental conditions such as cold, heat, rain, lightning, etc.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.  SOAR, Inc. provides equal opportunities to employees and applicants without regard to race, ethnicity, religion, sexual orientation or identity, national origin, age, disability, or veteran status.