

**Logistics Manager**  
**Wilderness Leadership and Experiential Education Program**

**RESPONSIBILITIES.**

This individual's responsibility will be to maintain a professional, organized, secure and efficient environment that effectively supports the WLEE Program's educational objectives. This individual will perform a host of daily, weekly, monthly, and annual logistics tasks related to management of the program resources including equipment, first aid, food, facilities, and data. Duties and responsibilities as outlined may change as the needs of the college and WLEE Program dictate. The primary duties of this individual are:

**EQUIPMENT/FACILITIES/LOGISTICAL MANAGEMENT:**

1. Manage systems for equipment procurement, inventory, maintenance, check in/out, replacement, and storage.
2. Manage systems for food and first aid supply procurement, inventory, health standards, and storage.
3. Coordinate transportation needs including securing reservations, maintaining vehicle and trailer usage records, facilitate regular maintenance of vehicles and trailers, and arrange driver training for approved students.
4. Coordinate maintenance of facilities and grounds.
5. Approve and facilitate logistics plan for the Immersion Semester and Voice of the Rivers Program, including managing or conducting food/gear resupplies or personnel transports and coordinating drivers.
6. Provide emergency support for field programs to include transporting evacuations and providing leadership as needed.
7. Schedule and organize Wilderness First Responder courses two times per year through an external service provider.

**CENTRAL OFFICE MANAGEMENT:**

1. Clerical duties include assistance with budgeting and tracking expenses, preparation and maintenance of computer files, maintenance of maintenance of office equipment.
2. Build relationships and coordinate, as necessary with federal, state, and local land use agencies.

**SUPERVISION/INSTRUCTION:**

1. Provide supportive assistance to program personnel; act as a positive role model; and coach students in their development.
2. Coordinate, assign, and supervise team of work-study students to perform logistics management.
3. Educate and support faculty, staff, and students in WLEE program administrative and logistical procedures.
4. Instruct 1 one-credit hour wilderness-based activity classes per year, commensurate with credentials and experience.

**QUALIFICATIONS.**

**REQUIRED:**

1. Bachelor's degree in outdoor education, experiential education, outdoor recreation, or related field.
2. Effective verbal and written communication skills and organizational skills.
3. Competence with Microsoft Office software applications.
4. Ability to both work independently and in a collaborative environment.
5. Current Wilderness First Responder and CPR certification.
6. Current driver's license with good driving record.
7. Experience with and interest in both land-based and water-based outdoor equipment maintenance.

**DESIRED:**

1. Teaching and curriculum development experience in one or more land-based skills (backpacking, mountain biking, rock climbing), and/or water-based skills (whitewater canoeing/kayaking, sea kayaking).
2. Trip leading or program administration experience in outdoor education, experiential education, outdoor recreation, or related programs.
3. Certifications with American Canoe Association, American Mountain Guide Association, and/or Leave No Trace, Inc.

**TERMS OF CONTRACT.**

Initial five-month contract beginning November 7<sup>th</sup>, 2018 through May 31st, 2019 and then ten-month contracts, renewed annually, beginning August 1st, 2019 through May 31st, 2020. Salary is commensurate with qualifications and experience for this position. In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all final candidates being considered for employment.

**APPLICATION PROCESS.**

Review of applications will begin immediately and will continue until the position is filled. Applicants should submit (1) a cover letter of application addressing interest in Brevard College and ability to meet qualifications and responsibilities of the position, (2) current resume, and (3) contact information for three professional references to: Dr. Jennifer Kafsky, Experiential Education Division Chair, One Brevard College Drive, Brevard, NC 28712, kafskyjl@brevard.edu.

Brevard College seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply. Brevard College is an Equal Opportunity Employer.