

BREVARD COLLEGE

BREVARD, NORTH CAROLINA

The Brevard College Wilderness Leadership and Experiential Education (WLEE) Program delivers an innovative and intensive experiential curriculum to develop ethical leaders and skilled educators capable of managing a variety of outdoor experiences for a wide range of participants in diverse and dynamic environments.

Logistics Manager Position

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

RESPONSIBILITIES.

An integral part of the team, this member of our staff will maintain a professional, organized, secure and efficient environment that effectively supports the WLEE program's educational objectives and aligns with program policy and philosophy led by the Program Coordinator. 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 may change as the needs of the College and WLEE Program dictate and as needs arise. The primary duties of this individual are:

EQUIPMENT/FACILITIES/LOGISTICAL MANAGEMENT:

1. Manage systems for equipment inventory, maintenance, check in/out, replacement, and storage as guided by Coordinator.
2. Manage systems for food and first aid supply procurement, inventory, health standards, and storage as guided by Coordinator.
3. Coordinate transportation needs including securing vehicle reservations, maintaining vehicle/trailer usage records, facilitate scheduling of regular maintenance of vehicles and trailers, and arrange for driver training for approved drivers.
4. Serve as a Liaison between BC Facilities and WLEE to ensure management of WLEE facilities.
5. Assist WLEE faculty with and facilitate their logistics plan for WLEE field experiences, including managing or conducting food/gear resupplies or personnel transports and coordinating drivers as approved by WLEE lead faculty in accordance to WLEE operational guidelines.
6. Support faculty in facility, site reservations, and public land use records for classes.
7. Provide emergency support for field programs to include transporting evacuations and providing leadership as needed.
8. Provide logistical support for the Intensive Learning Opportunity Program as guided by the Director of Teaching and Learning.
9. Provide equipment management support for the Physical Education and Recreation (PER/PHE/REC) courses as guided by the PER/PHE coordinator.

CENTRAL OFFICE MANAGEMENT:

1. Clerical duties may include assistance with budgeting forms and tracking expenses, preparation and maintenance of logistics related computer files, maintenance of office space and equipment.
2. Assist with sponsorship of Wilderness First Responder & Recertification courses two times per year through an external service provider.

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 a team of work study students to logistics management providing opportunity for growth and involvement in the greater WLEE community.
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.
5. May be designated to supervise students in special experiential learning opportunities as appointed by the Program Coordinator (practicum projects and leadership experiences).

REQUIRED QUALIFICATIONS:

1. Bachelor's degree in wilderness leadership, experiential education or related field.
2. Trip leading or program administration experience in outdoor recreation, experiential education, or related programs.
3. Experience with and interest in both land-based and water-based outdoor equipment maintenance and repair.
4. Effective verbal and written communication skills and organizational skills.
5. Proven ability with Microsoft Office, Google Suite and Adobe software applications and willingness to learn new programs.
6. Ability to both work independently and in a collaborative environment.
7. Current Wilderness First Responder and CPR certification.
8. Current driver's license with good driving record.

DESIRED EXPERIENCE:

1. Teaching and professional experience in one or more land based skills (backpacking, mountain biking, ropes courses/challenge course, rock climbing), and/or water based skills (whitewater canoeing/kayaking, sea kayaking).
2. Certifications with Leave No Trace, Inc., a wilderness medicine provider (NOLS, WMA, SOLO); American Canoe Association, American Mountain Guide Association, and/or Leave No Trace, Inc.

TERMS OF CONTRACT.

Initial two-month contract beginning April 15 through May 31st, 2024 followed with the possibility of ten-month contracts, renewed annually, beginning August 1st through May 31st of each year the contract is renewed. Salary is commensurate with qualifications and experience for this entry level, logistics 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, WLEE Coordinator, One Brevard College Drive, Brevard, NC 28712, wleejob@brevard.edu.