

TRINITY COLLEGE POSITION DESCRIPTION

Position Title: *Quest Logistics Coordinator(s) (LC)*

Immediate Supervisor: *Kevin Johnson, Director of Quest*

GENERAL OVERVIEW:

The Logistics Coordinator(s) leads a team of 4-5 peers to prepare all the logistics for the Quest program. The LC works directly with the Quest Director to provide valuable support during all phases of Quest. The LC will be responsible for training and coordinating the Logistical support team and carry out tasks necessary for the successful organization and implementation of the program. The Logistics Coordinator(s) will direct and manage the organization and distribution of Quest food, equipment, and transportation. Alongside the Quest Director, the LC will learn how to teach some technical rock climbing skills. The LC will give direct support overall program risk management strategies of Quest.

TIME COMMITMENT:

The Coordinator(s) MUST be able to attend:

- **Regular 1.5-Hour Group Meetings** (throughout the Spring semester)
- **April overnight Training** (tbd)
- **May Training** Logistical Packing (tbd)
- **WFA and CPR** for those who need it (tbd)
- **May Training** (tbd)
- **Logistical Preparations** (tbd)
- **Trainers Planning Session** (tbd)
- **Quest Instructor Review** led by trainers (tbd)
- **Quest Appreciation Dinner** (tbd)
- **Quest Program on the AT** (tbd)
- **Quest Logistical clean up** (tbd)
- **Debrief Day** (tbd)

RESPONSIBILITIES:

- Work with Quest Director to design and carry out plans for effectively implementing various logistical tasks including, but not limited to: food, equipment and supplies inventory, maintenance, and storage.
- Direct and supervise a small logistical support team of 4-5 peers
- Communicate and work effectively with others
- Effectively assist with emergency situations
- Provide feedback about the programs operations
- Coordinate and assign logistical tasks to peers
- Promote and uphold Quest philosophy and program goals at all times
- Support with the climbing and rappelling portion of Quest trips
- Help design a training program for the Quest Logistical/Climbing Specialist staff

WHAT ARE THE NECESSARY QUALIFICATIONS?

- Strong organizational skills
- Leadership abilities and experience
- Strong communication and listening skills
- Ability to give and receive constructive feedback
- Ability to work effectively in a team

- Ability to maintain confidentiality
- Ability to drive a College vehicle (holds a valid Driver's License: *preferred*)
- Prior experience with Quest (member of the logistical team preferred)

BENEFITS:

- \$900 stipend for Spring training and the Quest program in August
- Opportunities for day-hiking and short overnight trips during Instructor Training and Quest Trips
- Experience in Outdoor Program Administration
- Food and lodging expenses in May and August will be paid for. You will need to provide your own personal gear:
- Acceptance into the pro-purchase program with Outdoor Prolink
- Significant leadership experience instructing in a wilderness environment
- Interpersonal skill development
- Enhanced wilderness and leadership skills

FOR MORE INFORMATION CONTACT: Kevin Johnson, x5102, kevin.johnson@trincoll.edu