

Logistics Manager

Summary: The Logistics Manager ensures that Camp Greenway runs efficiently and smoothly each day by managing the physical and operational logistics that keep camp functioning. This position oversees the setup and breakdown of equipment, event spaces, and daily supplies while coordinating deliveries, packages, and on-campus movement. The Logistics Manager works closely with the Auxiliary and Communications Managers as part of the Senior Leadership Team, which collectively manages the camp front desk and supports daily communication, documentation, and operations across camp.

Commitment: This is a seasonal, summer position which includes 6 weeks of camp program management and one week of staff training.

Minimum Requirements: Bachelor's Degree (or equivalent experience) preferred; leadership experience preferred. This position is exempt and may work more than 40 hours a week.

Reports To: Assistant Camp Director for Operations, Camp Director

Specific Responsibilities:

- Oversee the setup and breakdown of daily camp operations, including water coolers, snack distribution, packages, and special event materials,
- Prepare and organize equipment and spaces for each new camp session, ensuring all areas are safe, functional, and ready for use.
- Coordinate the storage, transport, and return of supplies between campus locations throughout the day.
- Support the planning, setup, and cleanup of camp-wide special events, theme days, and staff celebrations.
- Assist with daily front desk operations in collaboration with the Auxiliary and Communications Managers, including phone coverage and communication support.
- Maintain accurate records of supply use, deliveries, and setup schedules through CampBrain and other internal systems.
- Ensure timely delivery and collection of items such as mail, packages, and materials for program areas.
- Communicate clearly and proactively with staff regarding logistical needs, schedule changes, or space availability.
- Support Extended Day setup as needed.
- Participate in drop-off, pick-up, and daily transitions to ensure smooth camper flow and organized campus movement.
- Serve as an active member of the Senior Leadership Team, contributing to camp-wide planning, communication, and decision-making.

- Model professionalism, approachability, and joy in all interactions.

Other Duties:

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends all staff training, morning meetings, weekly leadership meetings, and clean up days.
- Assists with morning drop off and afternoon pick up.
- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Performs other duties as assigned.

The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.