

2023 Adventure TREK Logistics Coordinator

As a TREK Logistics (Logo) Assistant, you will work over the summer in Burlington alongside one other Logo, the Assistant Director and Coordinator of Outdoor Programs to ensure the success of Adventure TREK 2023. It is a detail-oriented position that requires collaboration, adaptability to uncontrollable factors, and problem solving. It involves talking with parents, calling contractors, bulk ordering food for 350 people, organizing gear, driving and a many other odd tasks as required. During TREK you'll support leaders and help respond to incidents. You will also be a close collaborator with the Service TREK Logo and the Assistant Director for Civic Engagement.

Timeline and hourly commitment:

The Position starts April 3rd and ends September 1st. Pay is hourly at \$16 per hour for an average of 40hrs per week.

While the average work hours are 40 per week, you should expect irregular and long hours in August. The general schedule you should expect for this position is:

- April, May & Early June: 10-20hrs per week
- Late June and July: 30-40hrs per week
- August: 40 hrs per week plus overtime

Your Role as a TREK Logistics Coordinator:

- Work as a team to coordinate all food, equipment, camping, permits, contractors, and transportation for TREK 2023
- Act as the team lead and supervisor for the Logistics Support Team members
- Assist with welcoming first years to campus
- Assist with TREK Leader Training
- Respond to incidents as they occur during TREK
- While we will work to ensure to not place you in this situation, it is possible that you will have to take the place of leader. This is not something to plan for, but to be aware that you may be called on as the last line of capable leaders.

What You'll get from the experience:

- Exceptional project management experience
- Wilderness First Aid certification
- Compensation for this year is \$16 per hour
- Meals provided while on campus during training for TREK.
- TREK leader apparel
- Chance to share your unique and diverse UVM experiences with incoming students!
- Amazing working environment (Green Mts., Lake Champlain and Adirondacks)!

Our Expectations for you as a TREK Logistics Coordinator:

- **Complete fulfilment of the terms of employment: regular summer hours, prep-work, training, incident response during TREK, deissue & final feedback.**
- **Ability to commit 5 days per week during June and July to coordinate TREK logistics**
- **Ability to commit to TREK full-time with no other commitments from two weeks prior to the first day of classes. No exceptions!**

- Act in a manner that positively reflects on UVM as an institution, TREK as a program and the Outdoor Programs as a subset of the Department of Student Life.
- Appropriately manage the sensitive personal information of TREK Leaders and TREKKIES.
- Respond to incidents to the best of your ability, in accordance with your level of medical certification and the provided TREK Training

Minimum qualifications:

- Experience with the TREK Program
- Prior organizational experience
- Commitment to diversity, equity and inclusion
- A positive, flexible and energetic attitude.
- Attention to detail
- Ability to assume leadership roles and risk management.
- Excellent, communication, group facilitation and interpersonal skills.
- Prior wilderness experience and/or an excitement to learn wilderness living and travel skills.
- Hold a valid driver's license and ability to be UVM driver and trailer certified