



Job Title	Logistics Director	Position Type	Seasonal
Compensation	Consummate with Experience	Reports To	Operations Director
Benefits	Room and board	Age Requirement	21 or older
Dates	05/03/2025 - 08/03/2025 with some flexibility for a later start date	Location	Cleveland, GA Must reside in Cleveland, GA ideally on camp property

About Camp Barney Medintz

Camp Barney Medintz, the summer overnight camp of the Marcus Jewish Community Center of Atlanta, is located on 540 beautiful acres in the north Georgia mountains, just 75 miles from Atlanta. Founded in 1963, Camp Barney serves more than 1200 children, ages 7-17, and more than 300 staff from the United States and several other countries each summer.

We offer a Jewish camping experience rich in fun, friendship, adventure, and Jewish culture. Our facilities are terrific and our activities and trips endless, but the Camp Barney experience is about so much more. Camp Barney is about the lifelong friendships developed, the sense of independence and self-confidence gained, and the connection to Jewish identity secured. All while our campers have the best summers of their lives.

Job Description

The Logistics Director is a fantastic opportunity for anyone seeking real-world experience in logistics, project management, people management, working in a collaborative team environment, and many other areas of professional development. This individual is a part of the head staff team, **age 21+**, and demonstrates confident management, superb organizational skills, and excellent driving/background records. This individual is responsible for daily management of the Logistics department, its fleet of vehicles, and its personnel. This includes, primarily, dispatching and communicating with Logistics personnel to complete driving and logistical assignments. The Logistics Director will work in concert with the Operations Director to coordinate transportation and logistical support for Camp.

Responsibilities

1. Supervise Logistics Staff and Trips Drivers
2. Revise monthly vehicle breakdowns, as needed and per the trip schedule
3. Create monthly calendars to provide to all Logistics staff, providing adequate days off for all staff and ensuring that the on-call driver schedule is accessible by all Directors
4. Create a weekly schedule in the Logistics Office with each staff member's daily responsibilities
5. Communicate with Logistics staff regarding schedule changes, as they occur



6. Create and maintain vehicle binders that include weekly maintenance checks for all CBM vehicle rentals
7. Complete routine evaluations of vehicle maintenance check logs
8. Collaborate with Head Staff in arranging transportation for unscheduled tasks and needs
9. Provide training to Logistics staff based on currently available documentation
10. Fill in for both Logistics staff when necessary
11. Report to Operations Director regarding responsibilities, questions, or concerns

Knowledge and Skills Required

1. Excellent driving skills
2. Experience using small tools preferred
3. Ability to help where needed
4. Strong organization and attention to detail

Physical Requirements

1. Ability to stand, walk, and bend for long periods of time
2. Ability to lift 50 lb.
3. Ability to perform repetitive movement
4. Ability to work in the heat and, occasionally, rain

Required Clothing/Equipment

1. Closed toe shoes
2. All other necessary Personal Protective Equipment will be provided

Contact Information

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www.campbarney.org