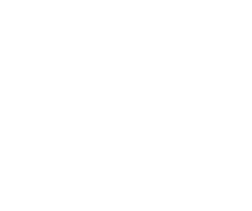
**2016** **GEAR UP Summer Leadership Academy (GUSLA)**



**ARIZONA GEAR UP**

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**Logistics Coordinator Role & Responsibilities**

The Logistics Coordinator (LC) works under the supervision of the GUSLA Director performing a variety of tasks to promote the mission of GUSLA. The LC is responsible for the everyday operations of the GUSLA Office, with a primary focus on purchasing and processing financial documents, including staff paychecks. The LC coordinates carefully with the Administrative Assistant (AA) to ensure the GUSLA office is staffed daily from 7:30 am to 5 pm, including managing the phones when the Administrative Assistant (AA) is unavailable. The LC works closely with the AA to support the Director, *Seeds\** Facilitators, Team Leaders, Site Support Specialists and the Health Coordinator (HC), making sure they have all supplies needed for student activities, including making trips to purchase needed materials. The LC coordinates with the AA to set up the materials and rooms for daily student elective recreational activities and helps set up for the kick-off event, dance and closing ceremony. The LC may also administer over-the-counter and prescription medication when neither the AA nor Health Coordinator (HC) is present, and may be called on to chaperone / supervise students when they are in the GUSLA Office. The LC, like all GUSLA staff, serves as a role model for the students and help to ensure the safety and well-being of the students at all times. The LC resides in the residence hall with GUSLA students, and other staff, but will only be called on after 5 pm in an emergency.

\**Seeds Training* is the contracted organization for programming for June 12-15, 2016 ([www.seedstraining.com](http://www.seedstraining.com)).

# Program Dates

June 10 – 12, 2015 (Camp Setup & Orientation)

June 12 – 17, 2015 (Student Days)

# Work Schedule during Program

* Friday, June 10, 2016 – 3 p.m. to 5 p.m.
  + *Office Orientation and Setup*
  + *Settle in the dorm*
* Saturday, June 11, 2016 – 8a.m. to 11 a.m. & 12 noon to 5 p.m.
  + *Office Set Up & Inventory (8-11am)*
  + *Attend GUSLA Staff Orientation (12 noon- 1pm)*
  + *Purchase any needed supplies for student activities and HC needs (2 - 5pm)*
* Sunday, June 12, 2016 – 7:30 to 12:30 a.m. & 1:30 to 5 p.m.
* *Participate in Daily Admin Meeting (7:30)*
* *Prep for student arrival / assist with set up of kick off event, as requested* (8:00am- 12:30am)
* *Staff office/assist with phones and staff requests (1:30 – 5pm)*
* Monday – Wednesday, June 13 – 15, 2016 – 7:15 to 12:30 noon & 1:30 to 5 p.m.
  + *Open office (7:15am)*
  + *Participate in Daily Admin Staff Meeting (7:30am)*
  + Assist AA in office, with phones, and prepping for Electives *(8-12 noon)*
  + *Coordinate with AA to set up Elective Activities (12-12:30pm)*
  + *Staff office/manage phones /* Confirm Transportation for the NAU Challenge Course for NAU Adventure Day/June 11th, contact Staples to arrange for printing of student certificates on Thursday evening *(1:30 – 5 pm)*
  + *Pick up and verify accuracy of staff pay checks; store in secure location*
* Thursday, June 16, 2016 – 7:15 to 12 noon & 1 to 5 p.m.
  + *Open office (7:15am)*
  + *Participate in Daily Admin Staff Meeting (7:30am)*
  + *Assist AA in staffing office, managing phones; prepare Students closing ceremony certificates (8am-noon & 1-2 pm)*
  + *Set up for Evening Dance, including any needed purchases (2-4 pm)*
  + *Coordinate with AA to supervise administration of surveys (4-5 pm)*
  + *Work with Director to have certificates printed, picked up and paid for*
* Friday, June 17, 2016 – 7:15 a.m. to 12:30 p.m. & 1:30 to 5 p.m.
  + *Open office (7:15am)*
  + *Participate in Daily Admin Staff Meeting (7:30am)*
  + *Assist AA in office, with phones and prepping for student departure (8-11 am)*
  + *Coordinate with AA to supervise administration of surveys (11 am - 12 noon)*
  + *Assist with student departure, as instructed (12 noon – 12:30 pm*
  + *Close Camp (1:30-5pm)*

# Specific Responsibilities

***Before GUSLA Program dates:***

* + Review staff applications and hiring documents. Report any needed information to the director (January-April, 2016)
  + Submit all hiring documents to NAU HR and the Background Check Agency (Jan-April, 2016)
  + Print student and staff materials (May, 2016)
  + Collate student and staff binders with the director (May, 2016)
  + Report to the Eastburn Building (Bldg #18), Room 174, on the NAU Flagstaff campus Friday, June 10 by 3:00pm.
  + Move in to assigned dorm room (Friday, June 10)
  + Attend first hour of staff orientation training for introductions and Health Coordinator Training (Saturday, June 11, noon-1 pm)
  + Prepare for arrival of students— confirm classroom space and presentation space
  + Work with the AA and Director to set up the GUSLA Office
  + Work with the HC to inventory and purchase necessary medical and hygiene supplies

***During Student Arrival – Sunday, June 12, 2-3:30 pm:***

* + Be available at the residential hall for student check in to assist as needed/directed

***Daily:***

* + Attend Admin Staff Meeting every day at 7:30 am
  + Coordinate with the AA to ensure office & phone coverage from 7:15 am to 5:00 pm
  + Coordinate with AA to set up afternoon recreational activities (begin at 12:30 pm M-W)
  + Assist with set up for Dance (Thursday only)
  + Work with Director and AA to prepare Closing Ceremony Student Certificates (Thursday only)
  + Make any necessary purchases for the program, per Director’s instruction

***As Needed:***

* + Handle student ailments and distribute over-the-counter medication and prescription medicine (following established medical protocols as reviewed in orientation) when neither the HC nor the AA is available
  + Advise director of any disciplinary, medical, emotional, or other problems a student may be having as soon as you are aware of the problem
  + Complete Concern/Incident/Medical Report Forms to document students’ illness, injury, misconduct, social and/or emotional issues

***Closing Day:***

* Participate in Closing Ceremony, per GUSLA Director’s instructions
  + Prepare and organize staff pay check process

***After Students Depart:***

* + Assist with the packing of supplies to be stored at the site
  + Ensure that any equipment borrowed or rented for student activities is returned in good repair

**Additional Expectations**

* Adhere to the GUSLA Standards for Staff Conduct (attached)
* Develop positive relationships with students and provide a supportive environment
* Contribute positively to the Program’s living and learning community
* Ensure students’ physical and emotional safety