

## Youth & Family Programs, Logistics Intern

The Youth Camp Logistics Intern will oversee all logistics for UCLA Recreation youth summer camps including transportation, field trips, and ordering supplies.

### Job Qualifications

#### *Required*

- Be at least 18 years of age
- Experience with youth groups
- Have First Aid/CPR certifications (by first day of employment)
- Submit to criminal background check
- Experience working in recreation department and/or related field
- Possess effective interpersonal skills and a strong desire to learn
- Be willing to work variable and extended hours
- Be legally allowed to work in the United States

#### *Preferred*

- Flexibility and positive attitude
- Adaptable and self-motivated

### Job Expectations

- Collect all summer camp supply orders in order for programming to run smoothly.
- Build a positive rapport with staff to ensure all logistics are completed.
- Oversee all youth drop-off and pick-up procedures are followed on a daily-basis.
- Manage field trip logistics including purchasing tickets for all camp field trips, ordering and schedule transportation.

### Pay Rate

Each intern will be paid \$350/biweekly, plus a full University Housing and Dining plan (the housing and meal package is estimated at \$3,800 and is treated as taxable income by the IRS).

### Apply and Contact:

To apply, please complete the application found at [www.recreation.ucla.edu/summerinternships](http://www.recreation.ucla.edu/summerinternships).

Please direct any questions about this position to Tiffany Cote at [tcote@recreation.ucla.edu](mailto:tcote@recreation.ucla.edu).

