Youth & Family Programs, Logistics Intern

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

**Job Qualifications**

*Required*

- Be at least 18 years of age.
- 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
- Ability to drive large vehicles to transport youth

*Preferred*

- Flexibility and positive attitude
- Adaptable and self-motivated
- Able to work with a wide variety of personalities.

**Job Expectations**

- Collect and distribute all camp supply orders as needed
- Build a positive rapport with staff to ensure all logistics are completed
- Organize spaces and supplies for all special events for youth programs
- 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.
- Help with a weeklong training at UCLAs Bruin Woods camp site in Lake Arrowhead as well has help run one week.

**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. Please direct any questions about this position to Tiffany Cote at tcote@recreation.ucla.edu