

## 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.
- Assist with parent communication

### Pay Rate

Each intern will be paid \$400/biweekly, plus a full University Housing and Dining plan (the housing and meal package is estimated at \$4,150 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).

