

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 \$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.

