

Logistics Assistant for Outdoor Mythology Summer Day Camp Company

Title: Logistics Assistant

Employment Status: Full Time/Exempt

Company Summary:

Plato Learning operates outdoor mythology-based day camps for kids ages 7-15. We create a world where monsters, myth, and magic transport kids out of the mortal realm into one where they are empowered to develop new skills, take risks, solve problems, and ultimately become Heroes. Now in seventeen locations spanning from NYC to California, Plato Learning uses actors, live-action role-play, and physically and mentally engaging activities to bring myths to life.

Are you ready to join the team and accept our call to adventure?

Job Summary:

We are hiring an energetic and organized seasonal part time to seasonal full-time Logistics Assistant to aid in the movement, distribution, and storage of supplies to our Summer Camp programs nationwide. They will also orchestrate organizational processes to enhance our day-to-day operations, as well as improve overall operational efficiency to help our camps run effectively.

Responsibilities

- Assist with the management of initial program materials distribution, at the direction of the Logistics Manager
- Assist with the shipping, packing, and distribution of In-Season camp materials as requested
- Assist with the creation of distribution reports
- Maintain organization of our storage spaces
- Execute any emergency materials deliveries to camps in the Tri-State area on 9-foot sprinter van
- Helps execute inbound and outbound deliveries for everything from camp supplies to company merchandise
- Maintain our company storage facilities, tracking inventory while keeping it clean, organized, and easy to navigate
- Follow all program safety regulations and emergency procedures set forth by Plato Learning.

What skills are we looking for?

- Strong organization, problem-solving, and communication skills
- Experience with reporting databases and systems, such as Google Suites or Air-Table
- Flexible and able to work well in a fast-paced environment both indoors and outdoors
- Team-player and independent worker. Can self-manage assigned tasks with minimal direction.
- Valid Driver's License; comfortable driving a UHAUL 9' Sprinter Van required
- In a team, able to lift 25-50 lbs of camp materials without injury and can safely spend the day on their feet, in an indoor and outdoor environment.
- Ability to multitask, be ambitious with skills and ideas and embrace new challenges, while being proactive in communicating needs to stop problems before they start.

- Pass Federal Background Checks, including a Driver Record Check
- Experience in administration, service, and/or event planning preferred.

Plato Learning would like to put forth this statistic. While men apply to jobs when they meet an average of 60% of the requirements, women and other underrepresented people often only apply when they match all criteria. Even if you don't meet every checkbox in the job description, but you think you have what it takes, we encourage you to apply.

The Logistics Assistant will work between 30-40 hours a week depending on needs of the season.