

# Logistics Manager

June Social Justice Leadership Camp

Job Description



## Mission

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Big Hair, Bigger Dream's (BHBD) offers African American high school girls' access to the skills and experiences needed to surmount the educational and economic barriers in their immediate lives and grow to become socially just adult leaders who create change in the world.

## Vision

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BHBD creates opportunities today for girls to accomplish their dreams tomorrow.

## What We Believe

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At Big Hair, Bigger Dreams we have some core beliefs. They include:

- Community and affirmation are essential to our growth.
- That learning happens when we leave our comfort zones.
- Change begins when one is exposed to the world.
- Success does not have to exist in a cultural vacuum.
- In helping girls love and embrace their authentic selves.
- In the wisdom that comes from grandmother, mothers, girlfriends, and sister circles.
- That we are the ones that we have been waiting for.
- We believe in celebrating girlhood.
- We believe in empowerment.
- We believe in compassion and understanding.
- We believe in really listening to young people.

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### Position Overview

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The Logistics Manager is a successful young woman (current college student or recent college graduate) who is passionate about working with young African American girls. The Logistics Manager will be a part of the Big Hair Bigger Dreams team –she will have many opportunities to assist in camp planning, lead camp activities, contribute ideas, as well as develop personal and professional skills. The Logistics Manager will be called upon to help with the planning of the BHBD camps, manage many of the behind the scene camp operations, keep morale high among camp participants, work alongside the Instructional Manager and Instructional Assistant, as well as work with the participants of the camp to further their success. We are looking for a young woman with great personal skills, outgoing personality, a leader, a positive disposition, a creative thinker, flexibility, is well versed with the topic of social justice, using web based technology (specifically website design and movie making platforms such as Stupeflix, Wix, Weebly, and Vimeo), and comfortable owning the day to day operations outcomes of the camp. The Logistics Manager will spend less time interacting with camp participants and more time working with 2-3 Peer Mentors and working on projects independently.

Big Hair, Bigger Dreams is a startup non-profit organization. Successful candidates for this position will be able to think on their feet, be very flexible, is willing to develop enhanced processes, and have experience working in startup contexts. Successful Logistics Managers will be able to balance the many competing priorities on their plate while maintaining a positive, solution oriented attitude.

The following are some of the tasks and learning opportunities for the Logistics Manager:

- Be responsible for the day to day operations of the orientation, camp, and graduation
- Ensure that all paperwork is prepared, collected, and processed for the orientation, volunteer event, camp sign in, lunch delivery, and graduation event
- Support participants and Peer Mentors in creating personal biographies
- Assist the Instructional Facilitator with practicing the graduation routines with participants and Peer Mentors
- Co-lead the graduation with the Instructional Manager and Instructional Facilitator
- Co-lead the orientation with the Instructional Manager and Instructional Facilitator
- Ensure that camp participants have a joyful and positive camp experience
- Ensure that participants and Peer Mentors leave the camp with a greater level of self confidence
- Ensure that participants and Peer Mentors leave the camp with a greater level of technology education
- Ensure that participants and Peer Mentors leave the camp with a greater level of social justice leadership
- Generously provide positive affirmations to participants, and Peer Mentors throughout the camp experience

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- Ensure that the tone of the camp is light and fun
- Joyfully greet all participants and Peer Mentors as they enter the camp every day
- Positively engage all parents and visitors who visit the camp
- Ensure that all camp participants and Peer Mentors are picked up safely before departing the camp site
- Provide supportive and uplifting feedback to camp participants on a daily basis
- Design instructional activities that encourage participants to think critically about their social justice projects
- Train Peer Mentors on how to utilize the video and photography equipment properly and safely
- Train Peer Mentors on photo/video storage practices and ensure that they store all photos on a daily bases in an organized manner
- Ensure that the camp facility is clean each day prior to departure
- Spend time getting to know each girl personally
- Work closely with the Camp Director to ensure that the participants are meeting the desired program outcomes on a timely basis
- Design and implement team building activities that lead to participants developing strong relationships
- Support Instructional Manager with the mid-camp check ins to ensure that participants are on track for graduation
- Be creative and solve problems
- Create and print graduation certificates for all campers
- Ensure that peer mentors publish high quality I Am a Dreamer film, camp experience film, and other duties as assigned
- Ensure that orientation paperwork is collected, filed, and digitized
- Ensure that tuition is paid or scholarships are recognized for all participants
- Manage peer mentors to ensure that they complete their core responsibilities
- Assist Instructional Manager with the folding and stapling of graduation programs
- Design and create graduation framed pictures for sponsors and donors
- Manage daily sign in process, follow up with families if there are absences or other attendance issues
- Ensure that the pre and post surveys are completed by 100% of participants
- Ensure that peer mentors properly set up and break down the room each day

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- Ensure that peer mentors are empowered to be leaders among their peers (i.e. empower peer mentors to make suggestions, provide feedback, develop new processes, and be creative)
- Ensure that peer mentors have a joyful and positive camp experience
- Work with Instructional Manager to develop opening and closing activities for each day of the camp

### Time Commitment and Salary

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The Instructional Manager will work a total of 70-72 hours during the June Social Justice Camp. The camp dates are June 4th-June 11<sup>th</sup>. This position will earn a stipend of \$1,000. The person in the position will not be able to exceed 72 hours for the entire commitment. The Logistics Manager will be required to work the following hours:

- Pre-camp training on Friday May 20<sup>th</sup> from 4-8pm (4 hours)
- Pre-camp training on Saturday May 22<sup>nd</sup> from 10-2pm (4 hours)
- Independent work time anytime between May 23<sup>rd</sup> and May 31<sup>st</sup> (3 hours)
- Site set up and final training Friday June 3<sup>rd</sup> from 3pm-6pm (3 hours)
- Camp orientation Saturday June 4<sup>th</sup> 9am-1pm (4 hours)
- Camp 9:30am-6pm Monday June 6<sup>th</sup>-Friday June 10<sup>th</sup> (42.5 hours)
- Camp site break down Friday June 10<sup>th</sup> from 6-8pm (2 hours)
- Graduation Celebration and camp wrap up Saturday June 11<sup>th</sup> from 9am-5:00pm (7 hours)
- Debrief and wrap up session Sunday June 12<sup>th</sup> from 5-7pm at Whittier Café (2 hours)

Lunches during the camp and a t-shirt will be provided (lunch is provided by Revolution Foods). The Logistics Manager will also be eligible for a letter of recommendation upon completion of a job well done.

### Development Opportunities

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- Learn and practice leadership in real ways
- Learn additional technology and media skills
- Work with amazing people
- Boost your resume
- Gain experience as a supervisor of paid junior staff members (Peer Mentors).
- Gain experience working in a startup context
- Gain experience leading a camp
- Gain experience with creating a fun, friendly, and light environment for young girls

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- Gain experience with managing peer mentors
- Hone skills with managing, event planning, and complex logistics management
- Gain experience with serving as a role model for younger girls.
- As the Logistics Manager, you can help the Big Hair, Bigger Dreams organization grow in significant ways
- Get professional head shots! We hire a photographer to take head shots for our website. We provide each girl with a copy of their head shot, which they can use for future purposes.

### Qualifications

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- Current enrollment in or recent graduation from college
- Have a working knowledge about social justice and ability to share knowledge about it
- Have a working knowledge of web based movie making and website design software
- Experience working with high school aged girls of color
- A great work ethic
- A positive attitude
- A willingness to learn
- Willingness to accept, provide, and apply feedback
- Flexibility and innovativeness
- Ability to work with different people
- Ability to ask for help when needed
- Ability to maintain a positive demeanor even during challenging circumstances
- Ability to follow through with tasks until completed
- Have a laptop
- Have a cell phone