



JOB TITLE: Logistics Manager

PURPOSE: Work with venue team to review all logistical needs for the event and develop the overall logistics schedule. Recruit and train logistics power teams

LOCATION: Local Program office and/or home

HOURS: 5-10 hours/month; hours will increase during the month of the event

QUALIFICATIONS:

- ❖ Comfortable managing volunteers
- ❖ Knowledge of the surrounding community
- ❖ Good communication skills – oral and written

DUTIES:

- ❖ Regularly attend support services and GMT meetings
- ❖ Work closely with the Games Director and the Local Program Coordinator on needs
- ❖ Develop plan for distribution of all meals
- ❖ Secure, train and assign volunteers to distribute meals
- ❖ Act as a liaison with power team coordinators (military, city employees, groups etc.) and volunteer manager to provide power team members
- ❖ Decide on number of power team needed at each venue/area, schedule, and assign volunteers
- ❖ Lead venue team through determination of logistics schedule & equipment list
- ❖ Inventory equipment
- ❖ Provide power team members with necessary information

TRAINING: Orientation and training provided by Games Director, Local Program Coordinator and SONC Logistics Manager

SUPERVISOR: Games Director