Inner Roads Inc
Logistics Coordinator Internship

Internship Position Description
The Logistics Coordinator serves a necessary role in the safety of at-risk youth and their staff in the backcountry. This dynamic position works closely with the Program Director to provide the food, equipment, transportation, itinerary, and logistical support needs for Inner Roads. Each expedition begins with pre-trip packing and logistical planning. An essential function of the Logistics Coordinator is to ensure seamless transitions between weekly resupplies to the field, as well as remain calm, accessible, and professional in rare emergency situations or under time restraints. In conjunction with program administrators, the Logistics Coordinator is responsible for streamlining communications with the field team in the event of an emergency. This position may include administrative support and can incorporate Specific Learning Objectives for individual degree requirements. Because the Logistics Coordinator is responsible for assisting with coordinating many different parts of the program, the person in this position must be well organized, have an active driver’s license and reliable access to a vehicle, have exemplary communication skills, be competent in map reading skills, be flexible, and be passionate about our mission to serve under-privileged at-risk youth with a safe and effective therapeutic environment.

Expectations of Intern
• Interns agree to strictly follow Policies and Procedures and Personnel Policies of Inner Roads throughout the course of the internship, and must provide Inner Roads, Inc with all forms and contact information necessary to ensure that they are receiving appropriate supervision and credit in alignment with intern’s University Internship guidelines. Interns will set Specific Learning Objectives with the Program Director and include them in this contract.
• Complete background check and provide proof of current adult CPR/1st Aid certifications, and provide proof of health insurance coverage for the period of time in the field.
• Assist with taking inventory of course equipment and provisions, including pre-expedition purchasing and portioning.
• Work closely with Program Director to provide logistical support for weekly expedition operations. Duties are typically completed Monday-Thursday each week, and include maintaining inventory and quality of all necessary backpacking gear, food, and first aid supplies for expeditions.
• While a personal vehicle is required for in-town tasks, the intern may at times need to provide transportation to youth and program staff as needed. Transportation of program participants will utilize a company vehicle.
• Actively participate in Spring staff training and staff debriefing at the end of the season.
• Participate in the "on-call" rotation schedule for Field Team communication and respond to field emergencies. This position covers Tuesdays & Wednesdays during expeditions.
• Attend weekly meetings with Program Director and participate in team decisions and operations.

Expectations of the Supervisor
• Complete all internship forms and evaluations for University Student to receive credit for participation.
• Communicate with the University advisor to ensure ongoing goodness of fit for both Inner Roads and University program.
• Assist with creation of Specific Learning Objectives for student, and provide one-on-one supervision
• Provide both positive and constructive feedback to intern as related to pursuit of learning objectives and development of professionalism.
• Be available for consultation at all times while intern is in the field, and during standard office hours outside of field time.

**Stipend Agreement**

We are pleased to be able to offer a $1000 stipend per expedition, and a $500 stipend for the required preparation for the season. Backpacking gear is available for the length of the internship. Site supervision and coordination with the University is included in this agreement at no cost to the University Student.

To apply, please email your resume & cover letter to:

info@InnerRoadsMT.org