



PO Box 7067, Denver, CO 80207 | 303.4471076 | www.CottonwoodInstitute.org

Position: Full time Logistics Manager

Location: Hybrid - Denver Metro Area/ Louisville Gear Room

Compensation: \$45,000 full time salaried, non-exempt (see below)

How to Apply: Fill out [this form](#) by the end of the day on August 27.

Timeline: Interviews will occur the weeks of September 4th and September 11th, with a tentative start date of October 2nd.

About Cottonwood Institute

Cottonwood Institute (CI) is a 501(c)3 non-profit on a mission to connect middle and high school students to nature and inspire them to protect it. CI partners with local schools and youth organizations to engage students in the outdoors through environmental education programs and service learning projects. We lead classes and day programs in Boulder, Denver, and Aurora and overnight trips throughout the Colorado Front Range.

Position Description

The Logistics Manager (LM) is instrumental in executing high quality outdoor education field programs throughout the year. The Cottonwood LM is primarily responsible for all gear, food, and transportation logistics for 80+ camping and day trips Cottonwood delivers yearly. We are looking for someone who can complete tasks autonomously, works well with instructors and our small team, and maintains attention to detail during our busy program season. The LM can also teach field programs and act as a substitute for in-class instructors, if desired and qualified.

As part of a small team, the LM may be asked to take on other responsibilities as they grow with the role. All Cottonwood staff are expected to attend organization-wide events (including occasional evening and weekend events) and represent us in a professional capacity. The LM works closely with the Education Director, Advancement Manager, and instructors, and reports to the Education Director.

Responsibilities

This is a full-time position, with a heavy in-person workload during our busy program seasons: September - October; January - February; April - July. This position may require some night and weekend work, and employees are encouraged to use their time flexibly when needed. Generally, you should expect to spend some time working from home or out of our Louisville gear room on the computer, and a lot of time completing in-person tasks at the gear room.

Program Season, 40-50 hours per week

- Coordinate program gear and transportation, including packing out and de-issuing each field program
- Plan culturally-appropriate menus, shop for, and effectively organize food for each program
- Coordinate essential course documents with all pertinent site and student information
- Communicate relevant pre-program course details and post-program action items to instructor teams
- Work with Education Director and Program Director to staff programs and contract field instructors as needed
- Maintain program gear, including cleaning and repairing gear, and managing organization of the gear room
- Act as the first point of contact for problem solving logistical snafus and urgent field issues
- Co-instruct field and overnight programs as schedule allows and as desired, especially in winter and summer

Off Season, 30-40 hours per week

- Co-manage transition into our new gear room, including building out the space and setting up new systems
- Plan all program logistics for the coming field season, including dates, land access, permitting, school approval, and transportation for each field program

- Manage distributing and collecting program waivers and information packets for programs
- Develop relationships with land partners and potential gear donors
- Collaborate with team on strategizing for and executing Cottonwood's 3-5 year plan

Year-round Expectations

- Manage gear room budget and inventory, including purchase requests for new gear as needed
- Perform basic maintenance on 15-passenger van, including regular oil changes, tire rotations, washing, and vacuuming
- Support Education Director in hiring and training new field instructors, including HR and onboarding
- Attend weekly staff meetings, quarterly staff trainings, and major CI events, including some evening/weekend events
- Support CAP instructors as a classroom-based substitute and guest presenter, if desired
- Support CI risk management and JEDI programs
- Other duties as assigned

Minimum Qualifications:

- Must be 21 years or older
- Able to lift and carry up to 30 pounds and pack gear in vans
- Current certification in Wilderness First Aid and in CPR (Wilderness First Responder preferred)
- Valid driver's license, good driving record, and personal transportation
- Must pass a criminal background check and not be a registered sex offender

What we're looking for:

- 3-5 years of experience managing logistics professionally, including coordinating people, transportation, food, and gear
- Experience planning, organizing, and communicating complex details between multiple parties
- Understanding of group camping and group field logistics for middle and high schoolers
- Expertise in repairing and maintaining outdoor equipment
- Willingness to be flexible and jump in as needed with timing, changing conditions, and program demands
- Experience working respectfully with adults and youth from a variety of cultural and economic backgrounds
- Understanding of and experience applying justice, equity, diversity, and inclusion best practices
- Bonus points for Spanish proficiency, experience in outdoor education, or managing a team

Compensation: This is a full-time, year-round, salaried, non-exempt position with Cottonwood Institute. Our starting rate is \$45,000 per hour, depending on experience and certifications. This position is eligible for overtime at time and a half.

Our benefits include:

- 15 paid holidays, 15 vacation days, and 6 sick days per year
- Eligibility for simple IRA retirement plan and 3% match from Cottonwood
- Health insurance 75% paid for by Cottonwood
- Access to industry Pro Deals
- Free access to CI gear during non-program hours
- Paid professional development opportunities and ongoing trainings
- Mileage reimbursement for personal vehicle trips over 50 miles per day
- Eligibility for Worker's Compensation if injured while at work