

## Logistics Coordinator

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

### About Toronto Region Educational Services:

Toronto Region Educational Services (TRES) is a not-for-profit organization dedicated to providing individuals across the Toronto region and beyond with accessible, free, and affordable educational resources. We offer a safe, supportive learning environment designed to inspire, motivate, and empower individuals as they build a strong foundation for personal growth.

### About this opportunity:

As a Logistics Coordinator at TRES, you will be responsible for planning, organizing, and executing the movement of materials, supplies, and equipment to support the smooth operation of camp programs. This role requires strong organizational, communication, and problem-solving skills to ensure all logistical processes are completed efficiently, safely, and on schedule.

Key responsibilities are as follows:

- Manage daily logistics operations by coordinating deliveries, pickups, and shipments with vendors and transportation providers
- Create schedules for distributing supplies to ensure all departments have the resources needed for programs and events
- Support staff in setting up and dismantling activity areas to maintain smooth daily operations
- Track inventory, perform regular stock checks, and maintain accurate records of materials and equipment
- Collaborate with purchasing teams to forecast supply needs and prevent shortages or overstocking
- Confirm orders, review invoices and delivery documentation, and assess vendor and supplier performance
- Coordinate transportation logistics for vehicles, equipment, and materials including those used for off-site programs
- Ensure all logistics activities comply with safety regulations and organizational policies
- Maintain detailed documentation of logistics activities and prepare reports on operational performance and costs

- Recommend improvements to enhance efficiency, reduce delays, and strengthen future logistical planning
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area.

**Requirements:**

- Experience in logistics coordination, supply management, operations support, or related fields
- Strong organizational, communication, and problem-solving skills
- Ability to manage multiple tasks in fast-paced environments
- Ability to lift and transport materials and equipment as required for camp operations
- Ability to work full-time including weekdays and one weekend day depending on assigned scheduling
- Ability to travel across the Greater Toronto Area including York Region and Toronto
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check (required before the first day; not reimbursed).
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

**Assets:**

- Experience working in camp settings, events, recreation, or community programs
- Knowledge of inventory management tools or logistics software
- Experience working with diverse or underrepresented communities
- Multilingual abilities in reading, writing, speaking, and listening
- Access to a vehicle and a valid G2/G Ontario driver's license

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.