

## 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 Peel Region Educational Services:

Peel Region Educational Services (PRES) is a not-for-profit organization dedicated to providing individuals across the Peel region and beyond with accessible, free, and affordable educational resources. We offer a safe and 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 PRES, you will manage the planning, organization, and execution of materials, supplies, and equipment to ensure camp programs run smoothly. This role requires strong organizational, communication, and problem-solving skills to oversee all logistical processes—from procurement and storage to transportation—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 are equipped for programs and events
- Assist staff with setting up and dismantling activity areas to support smooth daily operations
- Track inventory, perform regular stock checks, and maintain accurate records of supplies and equipment
- Collaborate with purchasing teams to forecast supply needs and prevent shortages or overstocking
- Confirm orders, review invoices and delivery documentation, and evaluate 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 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 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 Peel Region and Toronto
- A valid Standard First Aid with CPR-C certification and a clear Vulnerable Sector Check are required prior to start date (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 camps, events, recreation, or community programs
- Knowledge of inventory management tools or logistics software
- Experience working with diverse or underrepresented communities
- Multilingual abilities (reading, writing, speaking, 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.