Position Description for the Logistics Coordinator

The Logistics Coordinator is responsible for overseeing the planning and execution of the weekly services run by GUARD Dogs. These duties will entail organizing vehicle rental and pickup, food and sponsorship for the weekend, as well maintaining all equipment inventory. The Logistics coordinator will create a schedule for every weekend of service, as well as maintain the calendar for membership trainings and GUARD Dogs Board meetings.

Specific Duties:
- Schedule Van rental (Pick-up and drop off)
- Maintain a calendar of all events, meetings, and trainings for the program
- Maintain all program inventory
- Oversee the planning of all events and trainings
- Coordinate office access and upkeep
- Make room reservations on behalf of GUARD Dogs with Event Services