



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 York Region Educational Services:

York Region Educational Services (YRES) is a not-for-profit organization that provides individuals in York Region and beyond with free and affordable educational resources in a safe and supportive environment that inspires, motivates, and helps set the foundation for personal growth.

About this opportunity:

As a Logistics Coordinator, you will be responsible for planning, organizing, and overseeing the movement of supplies, equipment, and materials necessary for the successful delivery of YRES programs. You will coordinate transportation, manage inventory, and ensure all departments have the resources they need to run their activities smoothly and safely. Your work will support both on-site and off-site operations across the Greater Toronto Area.

Key responsibilities are as follows:

- Plan, organize, and execute daily logistics operations for camp and community programs.
- Coordinate deliveries, pickups, and shipments with vendors and transportation providers.
- Develop schedules for supply distribution and ensure timely setup and dismantling of program areas.
- Track inventory of supplies and equipment, conducting regular stock checks.
- Maintain accurate inventory records and forecast supply needs to prevent shortages or overstocking.
- Collaborate with purchasing teams to support procurement of materials and equipment.
- Communicate with vendors and suppliers to confirm orders, review delivery documentation, and ensure service reliability.



- Evaluate supplier performance to maintain quality and safety standards.
- Coordinate transportation logistics for vehicles, equipment, and materials for both on-site and off-site programs.
- Ensure compliance with organizational policies, safety protocols, and operational procedures.
- Maintain detailed records of logistics activities and prepare reports on operational performance and costs.
- Identify areas for improvement and recommend efficiencies for future logistics operations.
- 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:

- Strong organizational, communication, and time-management skills.
- Ability to manage multiple tasks in fast-paced environments.
- Experience in logistics coordination, supply management, or related fields is an asset.
- Proficiency with digital tools such as Google Workspace.
- Attention to detail and strong problem-solving abilities.
- Ability to lift, move, and transport supplies and equipment as needed.
- Mobility to commute to program locations across the Greater Toronto Area.
- Ability to work 35–40 hours per week, including evenings and weekends depending on scheduling needs.
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check are required (not reimbursed). Must be completed before the first day of work.

Assets:

- Experience working in logistics, operations, inventory management, or warehouse environments.
- Experience supporting camps, events, or community programs.
- Knowledge of procurement or vendor management.
- Fluency in more than one language (reading, writing, speaking, and listening).
- Access to a car and 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.