BASE CAMP COORDINATOR

Volunteer Leadership Role • West Coast 4x4 Adventures

CAMP SETUP | LOGISTICS | COMFORT | SAFETY COORDINATION

ROLE	Base Camp Coordinator	**STATUS**	Volunteer (Unpaid)
REPORTS TO	Event Coordinator / Club President	**TERM**	One year (renewable)
EFFECTIVE DATE	October 2026	**CLASSIFICATION**	Leadership Volunteer

■ **KEY COORDINATION ROLE: The Base Camp Coordinator works in direct partnership with the Safety Officer and Chief Cook to ensure all camp operations are safe, properly supplied, and member-ready before the first vehicle arrives on site. These three roles form the operational core of every multi-day WC4x4 event.**

1. POSITION OVERVIEW

The **Base Camp Coordinator** is the logistical architect of every West Coast 4x4 Adventures multi-day event. While Trail Masters lead the run and Recovery Teams keep wheels rolling, the Base Camp Coordinator ensures that every member returns from the trail to a camp that is organized, safe, comfortable, and fully operational — a true home base in the desert.

This role is responsible for the full lifecycle of Base Camp: from site selection and advance setup through daily operations management and final teardown. The Base Camp Coordinator is the central hub connecting camp logistics with the Safety Officer's safety protocols and the Chief Cook's food service operations. The ideal candidate is a natural organizer who thrives in dynamic field environments, anticipates member needs before they arise, and takes pride in creating a welcoming, well-run camp that becomes the heart of the club's adventure experience.

> *"The trail is the adventure — but Base Camp is where the community happens. A great camp turns a trail run into an experience members talk about for years."*

2. KEY COORDINATION RELATIONSHIPS

The Base Camp Coordinator operates as the central logistics node for multi-day events, maintaining active coordination with the following roles throughout all phases of camp operations:

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Safety Officer	Camp safety layout, hazard mitigation, emergency access	Pre-event site walk; daily safety check-in; incident response coord
Chief Cook	Meal schedule integration, cooking area setup, water	Pre-event planning meeting; daily meal timing; supply res
Event Coordinator	Camp timeline integration with overall event schedule	Event planning meetings; pre-event setup timeline; post-event deb
Trail Master	Camp departure and return times, late returnee protocol	Daily trail briefing; radio check-in schedule; emergency shelter pro
Off Road Recovery Team	Base camp as operations staging area, recovery vehicle	Pre-event staging plan; on-event communication channel

3. CORE RESPONSIBILITIES

Site Selection & Pre-Event Planning

- Research, evaluate, and recommend base camp locations in coordination with the Event Coordinator — considering vehicle access, land-use permits, water sources, shade, and space requirements.
- Obtain all required permits, authorizations, and landowner permissions for camp occupation.
- Conduct an advance site visit before each multi-day event to assess ground conditions, hazards, and layout options.
- Develop a detailed camp layout plan covering parking zones, tent areas, cooking station, first aid station, fire ring placement, and emergency egress routes.
- Submit the camp layout plan to the Safety Officer for review and approval a minimum of 7 days before the event.
- Coordinate with the Chief Cook on kitchen area placement, water access, waste disposal, and cooking fuel logistics.
- Create and distribute a Base Camp Information Sheet to all registered participants before the event.

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Camp Setup & Establishment

- Arrive at the site in advance of the general membership to begin camp establishment.
- Direct setup volunteers in the erection of communal shelters, shade structures, signage, and common area furniture.
- Establish and clearly mark all camp zones — parking, cooking, sleeping, first aid, and fire areas.
- Set up the first aid station in coordination with the Safety Officer, ensuring it is visible, accessible, and stocked.
- Coordinate kitchen area setup with the Chief Cook, including food prep surfaces, cooking fuel staging, water containers, and waste bins.
- Establish vehicle parking plan with clear traffic flow, designated recovery vehicle staging, and ADA-accessible areas where applicable.
- Brief arriving members on camp layout, rules, quiet hours, waste procedures, and emergency protocols upon arrival.

Daily Camp Operations & Comfort Management

- Maintain camp organization, cleanliness, and order throughout the duration of the event.
- Conduct a morning camp walkthrough to identify and resolve any overnight issues — damage, safety hazards, or supply shortfalls.
- Coordinate daily resupply logistics including ice, water, fuel, food ingredients, and consumables with the Chief Cook.
- Manage the camp gear inventory including communal chairs, tables, lighting, power stations, and shelter components.
- Ensure communal waste stations are maintained — trash, recycling, and grey water disposal in compliance with LNT principles.
- Monitor shade, hydration stations, and heat management resources throughout daylight hours — critical in desert environments.
- Manage camp lighting setup for evening hours including fire area safety lighting, pathways, and communal areas.
- Serve as the primary point of contact for all member camp comfort needs, questions, and concerns during the event.
- Coordinate with the Chief Cook on meal service timing, setup, and breakdown to maintain a smooth daily rhythm.

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Safety & Emergency Camp Protocols

- Conduct daily safety walkthroughs with the Safety Officer to identify and resolve emerging camp hazards.
- Maintain clear, unobstructed emergency vehicle access routes throughout the event.
- Ensure fire extinguishers, first aid kits, and emergency communication equipment are accessible at all times.
- Establish and communicate fire ring protocols including size limits, attendance requirements, and curfew times.
- In the event of a field emergency, activate Base Camp as the operational coordination point — clear the area, stage the first aid station, and support the Safety Officer.
- Monitor weather conditions and implement shelter-in-place or evacuation protocols in coordination with the Safety Officer.
- Maintain a camp occupancy log — know how many members are in camp, on trail, and expected to return at all times.

Teardown & Leave No Trace Compliance

- Coordinate a thorough camp teardown at the conclusion of each event, leaving the site in better condition than found.
- Direct teardown volunteers in the systematic breakdown of communal gear, structures, and waste stations.
- Conduct a final site sweep for litter, grey water, ash, and any disturbed terrain before departure.
- Return the site to natural condition in full compliance with Leave No Trace and land-use permit requirements.
- Submit a post-event site condition report and inventory reconciliation to the Event Coordinator within 7 days.
- Document any site damage, permit violations by other users, or infrastructure issues for future planning reference.

4. BASE CAMP ZONE LAYOUT STANDARDS

Every WC4x4 Base Camp must incorporate the following designated zones. Zone placement must be approved by the Safety Officer during the pre-event site walk. Zones should be clearly marked with signage and communicated to all members at arrival briefing:

■ **Command Post**	Coordinator HQ; radio station; camp info board	Central, visible location; posted schedule and emergency contacts
■ **Kitchen & Dining**	Chief Cook operations; food prep; communal meals	Downwind of sleeping areas; 200 ft from water sources; fire extinguisher c
■ **First Aid Station**	Medical supplies; Safety Officer base; triage area	Clearly marked; accessible to vehicles; stocked and shaded
■ **Fire Area**	Communal campfire; evening gathering	Safety Officer approved location; cleared perimeter; extinguisher adjacent
■ **Vehicle Staging**	Parking; recovery vehicle positioning; trailer storage	Traffic flow marked; recovery vehicles nearest egress; no overnight cookin

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■ **Sleeping Area**	Personal tents; quiet zone; overnight rest	Away from kitchen and fire; LNT tent placement; posted quiet hours
■ **Waste Station**	Trash; recycling; grey water disposal	Downwind and downhill from kitchen; clearly labeled; emptied daily
■ **Emergency Egress**	Primary and secondary evacuation routes	Always unobstructed; posted at Command Post; communicated at arrival

5. REQUIRED SKILLS & QUALIFICATIONS

- Active membership in West Coast 4x4 Adventures in good standing for a minimum of 6 months.
- Demonstrated experience planning and managing multi-day camps, outdoor events, or group expeditions.
- Strong leadership and volunteer management skills — ability to direct setup crews efficiently in the field.
- Exceptional organizational ability with experience managing logistics, inventories, and supply chains.
- Comfort working in remote desert environments including heat management, limited water, and no-grid conditions.
- Valid driver's license and a vehicle capable of transporting camp gear and supplies to remote locations.
- Proficiency with UHF/VHF radio communications and club radio protocols.
- Familiarity with Leave No Trace (LNT) principles and outdoor ethics as they apply to group camping.
- Ability to assess and respond to changing field conditions — weather, participant needs, supply shortfalls.
- Strong interpersonal skills — the Base Camp Coordinator interacts with every member at every event.
- Willingness to arrive early and depart last at all multi-day events.

6. PREFERRED QUALIFICATIONS

- Prior experience as a camp manager, expedition logistics coordinator, or outdoor event organizer.
- Wilderness First Aid (WFA) or equivalent field medicine training.
- Experience coordinating food service logistics for large groups in remote settings.
- Knowledge of BLM, USFS, and Arizona/California dispersed camping regulations and permit requirements.
- Familiarity with camp power systems — generators, solar stations, battery banks, and lighting rigs.
- Experience managing grey water systems and outdoor waste disposal in LNT-compliant settings.
- Background in emergency management, search and rescue, or military field operations.
- Cooking or food safety knowledge that supports effective coordination with the Chief Cook.

7. REQUIRED PERSONAL & CAMP EQUIPMENT

The Base Camp Coordinator must maintain a personal field kit and have access to the following club-shared camp equipment for each multi-day event:

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PERSONAL COORDINATOR KIT	CLUB SHARED CAMP GEAR
■ UHF/VHF handheld radio (charged)	■ Communal shade structure(s)
■ Camp layout diagram (printed + digital)	■ Folding tables and camp chairs (communal)
■ Zone signage kit (laminated, staked)	■ Camp lighting (LED strings / lanterns)
■ Inventory checklist (printed)	■ Fire extinguisher(s) — minimum 2 per camp
■ First aid kit (personal)	■ Water containers / jerry cans (communal)
■ Headlamp + spare batteries	■ Waste bins with lids (trash, recycle, grey water)

8. TIME COMMITMENT

Monthly Board / Event Planning Meeting	2–3 hours	Monthly
Pre-Event Site Visit & Layout Planning	4–8 hours	Per multi-day event
Coordination with Safety Officer & Cook	1–2 hours	Per event (pre-event)
Camp Setup (arrive early)	4–8 hours	Per multi-day event
On-Event Camp Operations (daily)	8–12 hours/day	Each day of event
Camp Teardown & Site Restoration	3–6 hours	Per multi-day event
Post-Event Report & Inventory	1–2 hours	Per event
Annual Gear Audit & Maintenance	3–4 hours	Annually

Total estimated commitment: **8–15 hours per month** during off-season planning; **20–40+ hours per multi-day event weekend**. The Base Camp Coordinator should expect to be among the first to arrive and the last to leave at every overnight event.

9. AUTHORITY & DECISION-MAKING

Camp Layout Authority: Has final say on all camp zone placement and layout, subject to Safety Officer review and approval of the overall site plan.

Volunteer Direction: Authorized to recruit, assign, and direct setup and teardown volunteers for all camp operations without requiring prior Board approval.

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Operational Budget: Authorized to approve camp supply expenditures up to $200 per event without prior Board approval. Larger amounts require Event Coordinator or President sign-off.

Camp Rules Enforcement: May establish, communicate, and enforce Base Camp rules (quiet hours, fire protocols, waste requirements) for the duration of each event. Violations should be escalated to the Event Coordinator.

Emergency Camp Activation: In coordination with the Safety Officer, may activate Base Camp as an emergency operations center, redirect members to shelter, or initiate evacuation procedures.

Site Rejection Authority: May reject a proposed camp site — even after initial approval — if an advance visit reveals safety, permit, or logistical concerns not previously identified. This decision must be immediately communicated to the Event Coordinator.

10. WHAT THIS ROLE BRINGS TO THE CLUB

■ MEMBER EXPERIENCE	A well-run camp transforms a trail run into a full adventure — members come back because of th
■ SAFETY FOUNDATION	Proper camp layout, clear zones, and daily safety walkthroughs reduce incidents before they hap
■ SEAMLESS OPERATIONS	Close coordination with the Chief Cook and Safety Officer means no gaps, no conflicts, and no s
■ LAND STEWARDSHIP	LNT-compliant teardowns protect our access permits and our reputation as responsible land use
■ COMMUNITY WARMTH	Base Camp is where friendships form — around the fire, at the meal table, under the stars.
■ EVENT QUALITY	Professional camp management elevates the club's reputation with members, guests, and spons

11. HOW TO APPLY

West Coast 4x4 Adventures welcomes applications from active members with a passion for organization, the outdoors, and creating exceptional experiences for their fellow club members.

Step 1 — Express Your Interest
Email the Club President at president@westcoast4x4adventures.com with subject: "Base Camp Coordinator Application – [Your Name]."

Step 2 — Submit a Statement of Interest
In 200–350 words, describe your camp management or logistics experience, why you want the role, and one improvement you would make to the club's current Base Camp setup.

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Step 3 — Informal Interview
Shortlisted applicants will be invited for a 30–45 minute conversation with the Event Coordinator and Safety Officer — in person at a club event or via video call.

Step 4 — Board Confirmation
The selected candidate is confirmed by Board vote. A 30-day shadow period alongside the outgoing coordinator or an Event Coordinator mentor follows before solo operations begin.

Application Deadline: Rolling — accepted until the position is filled.
Questions? Contact the Event Coordinator or Club President at any club meeting or by email.

This position description is approved by the West Coast 4x4 Adventures Board of Directors and is subject to annual review. WC4x4 is an equal opportunity volunteer organization and welcomes applications from all members regardless of background or experience level.

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