

2026 SUMMER JOBS PROGRAM – TORONTO CARIBBEAN CARNIVAL

Logistics Coordinator

The Logistics Coordinator will support the operational planning and on-the-ground execution of programs, workshops, and events leading up to and during the Toronto Caribbean Carnival. This role provides firsthand experience in operations, supply management, event logistics, vendor coordination, site preparation, and safety procedures. Youth will work under the guidance of senior operations staff and gain valuable skills in organization, teamwork, and problem-solving.

Tasks and Responsibilities

1. Operational planning and Preparation

- a. Develop and prepare event logistics plans which include:
 - i. Site maps
 - ii. Load-In/Load-Out Schedules
 - iii. Event setup checklists
- b. Support the coordination of equipment rentals, supply orders, transportations schedules, and delivery timelines for events.
- c. Help updated internal documents such as inventory lists, storage logs, and materials tracking sheets.
- d. Conduct research on logistical best practices and accessible design for large-scale cultural events.

2. Inventory and Supply Management

- a. Assist with receiving, organizing, labelling, and maintaining event supplies, equipment, uniforms, signage, décor, and tools.
- b. Help conduct inventory counts, restock materials, and prepare supply kits for events and workshops.
- c. Track movement of items between storage locations, event sites, vendors, and activation areas.
- d. Ensure proper housekeeping and safe handling of materials according to organizational policies and procedures.

3. On-site Event Logistics

- a. Support set up and tear down of event sites, including tents, signage, barricades, registration stations, hydration areas, volunteer areas, and sponsor activation spaces.
- b. Assist with coordinating vendor arrivals, equipment placement, and backstage logistics.

- c. Help monitor attendee flow, wayfinding signage, accessibility paths, and crowd management procedures.
- d. Respond to operational needs and help troubleshoot issues as they arise under supervisor guidance.

4. Vendor Partner and Participant Coordination

- a. Assist in communicating schedules, load-in instructions, and site maps to vendors, volunteers, performers, and partners.
- b. Help manage registration tables, check-in points, and distribution of materials.
- c. Provide friendly and professional support to partners, ensuring they have the information and resources needed.

5. Health, Safety and Accessibility Support

- a. Participate in safety briefings and assist supervisor with implementing crowd-flow plans, emergency protocols, and equipment safety guidelines.
- b. Help maintain clear pathways, accessible seating, signage placement, and other supports for people with disabilities.
- c. Assist with hydration and wellness stations, ensuring safe and comfortable environments for attendees, especially priority groups such as children, youth, young women, and low-income families.
- d. Document and report safety concerns or incidents promptly.

6. Administrative and Documentation Support

- a. Assist in preparing logistics reports, meeting notes, attendance logs, delivery records, and vendor checklists.
- b. Update digital trackers, shared folders, and operations documents to maintain accurate records.
- c. Support post-event evaluations by gathering feedback from partners, volunteers, and team members.

7. Professional development and Continuous Improvement

- a. Participate in training related to event logistics, safety, accessibility, teamwork, and customer service.
- b. Contribute ideas to improve efficiency, sustainability, and the attendee experience.
- c. Engage in debrief sessions to review event performance and identify improvements.

Your Skills include:

- Adaptability
- Collaboration
- Effective communication
- Creativity and innovation
- Numeracy
- Effective use and understanding of digital technologies
- Problem solving