

# INTERNATIONAL SPORTS TRAINING CAMP



## Transportation Coordinator JOB OVERVIEW

The transportation coordinator provides transportation to staff and campers and runs errands. The transportation coordinator is also responsible for keeping the vehicles clean and in good working order.

### MINIMUM QUALIFICATIONS

- minimum age of 21 years if U.S. citizen, minimum age of 25 if international staff member
- experience as a driver
- 20/20 vision corrected
- international driver's license and/or valid state driver's license
- clean driving record - no prior driving infractions

### ESSENTIAL FUNCTIONS

- physical ability to lift, load, and unload people, luggage and supplies
- ability to read road maps, use a GPS, and follow directions
- knowledge, appreciation of, and respect for safety and local driving regulations
- ability to live on camp grounds full time

### GENERAL RESPONSIBILITIES

- transport campers and staff safely
- know how to safely operate each vehicle that may be driven
- fuel vehicles, clean and maintain vehicles
- assist in coordinating driving schedule with camp directors, department heads, and health center staff
- teach and monitor proper use of seat belts, safe loading and unloading, proper behavior in the vehicle, and other aspects of vehicle safety
- coordinate and schedule vehicle repairs with site manager and camp directors, and repair shops if necessary
- keep driving logs on vehicle maintenance and mileage
- check vehicles before and after each trip for gas, oil, tire pressure, damage, etc.
- maintain each vehicle with complete first aid kit, current fire extinguishers, reflectors, and other safety equipment
- be familiar with and follow procedures for reporting accidents, injuries, incidents, and performing safety checks
- be familiar with and follow procedures for backing up, loading and unloading, and vehicle breakdown
- transport campers and staff to the bus stations and airports; including camper check-in and completion of unaccompanied minor forms as necessary
- meet and greet campers at airline gates (upon pick up)
- escort campers through airport security to their gates, remain at gate until airplane takes off (upon drop off)
- transport campers and medical staff to doctor or hospital
- liaise with medical staff, parents, and directors when at doctor and hospital visits
- collect medical records and paperwork including receipts, give to accounting and camp directors
- keep track of cash and credit card receipts for accounting department
- run errands as necessary
- transport staff to local destinations on week days and/or weekends
- carry out canteen, activity deck, and evening and night patrol duties
- assume responsibility for enforcing the rules, policies, safety procedures, and traditions of the camp with a positive attitude
- assume responsibility for the health and welfare of the campers entrusted to your charge
- serve as a good example to campers in personal language, appearance and health habits
- prepare and actively participate in staff training meetings and supervisory conferences

Keep in mind that these are not the only duties. Some duties may be added or reassigned as necessary.

### HOURS

The transportation coordinator has one day off per week on either Friday from 12 noon to Saturday at 11:30 am, or Saturday at 11:30 am until Sunday at 11:00 am. There is a 12:00 am curfew with exception of your day off.

# Transportation Coordinator **JOB OVERVIEW**

## **GENERAL RULES**

The transportation coordinator is responsible to the camp owners and camp directors. All staff members are expected to abide by all policies and procedures with a positive attitude and to assist in enforcing said policies. Potential staff members should understand that campers' needs for health, safety, and happiness come first. It is the staff's responsibility to provide a positive learning experience in a safe and clean environment so that campers feel good about themselves and their accomplishments.

1. Illegal drugs, weapons, alcohol and smoking on camp grounds are strictly forbidden. Abuse of this policy is grounds for immediate dismissal.
2. Cell phones and internet enabled devices may only be utilized during non-work hours and in designated areas. Abuse of this policy shall lead to confiscation of said items. All staff must have their personal social media pages set to private.
3. Staff fraternization with campers and CIT's is strictly forbidden and is grounds for immediate dismissal. Furthermore, directors are not permitted to fraternize with staff under their direct supervision.
4. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
5. Appropriate dress is required.
6. Follow and comply with all rules, regulations, policies and procedures outlined in the ISTC staff handbook.