



Transportation Coordinator

Job Title:	<i>Transportation Coordinator</i>
Job Duration:	<i>June 24, 2019 to August 25, 2019</i>
Job Hours:	<i>Full-time / Day Camp Hours</i>
Reports To:	<i>Summer Camp and Outdoor Education Director</i>

Job Purpose

The Transportation Coordinator performs a variety of duties in handling and organizing transportation and activities for summer camp participants, to ensure the safe and timely transportation of campers to and from Sasamat Outdoor Centre programs.

Duties and Responsibilities

Staff Training

- To participate in 100% of pre-season staff training
- To know and practice the information covered in the "Policies & Procedures" section of manual. (Failure to comply could result in discipline including dismissal.)
- To submit a detailed medical, application, criminal record search forms and employee agreement to the Summer Camp and Outdoor Education Director no later than June 24.

During Camp

- Coordinate daily transportation routes, vehicles used, and number of drivers required and communicate information to the Summer Camp and Outdoor Education Director.
- Compile and adjust accurate camper lists (including parent contact information) and check-in/check-out sheets, for each transportation route and provides lists to drivers and the Summer Camp and Outdoor Education Director.
- Provide supervision and direction to other drivers and program staff and volunteers in transit with campers
- Ensure vehicle condition meets or exceeds provincial safety standards and that vehicle safety equipment is in place and in good working order
- Coordinate luggage transportation
- Operate a bus or van to transport campers to and from camp and to offsite program venues
- Ensure all drivers complete daily written mileage reports and pre-trip reports and submit those reports to the Summer Camp and Outdoor Education Director.

- Perform minor maintenance on Sasamat Outdoor Centre vehicles, including fueling, oil checks and cleaning
- Schedule repairs and maintenance work to vehicles as needed
- Ensure all campers are safely transferred to the care of a parent or guardian at the end of every day/camp session
- Set up and assist counselors in preparation of out-tripping equipment; maintain an inventory of equipment, tools and other materials related to the out-trip program, keeping staff accountable for the equipment borrowed.
- Ensure all vehicles are in clean order. Do daily checks and cleaning and reinforce with all drivers vehicles must be kept clean. Do a final clean and detail of vehicles at end of summer.

Other Duties

- The Transportation Coordinator may be asked to assist in duties not listed above. Sasamat Outdoor Centre expects the support of all staff members in fulfilling objectives that may not be specific to this position.

Qualifications

Specialized Knowledge

- BC Class 4 driver's license and clear three-year driving record
- Current Standard First Aid or WCB Level 1 First Aid

Skills

- Strong organizational and clerical skills
- Experience with database and computer applications
- Knowledge of vehicle maintenance preferred
- Comprehensive knowledge of Sasamat Outdoor Centre transportation routes and bus stops

Abilities

- Ability to operate small tools as required for minor vehicle repair
- Ability to assess behaviour and provide behaviour management
- Ability to work with a wide variety of ages and demographic groups
- Ability to work with difficult people in a positive manner

Working Conditions

- Requires working outside in all weather conditions
- May require some evening and weekend work
- May require dealing with difficult clients

Physical Requirements

- Requires lifting up to 50 pounds