

TRANSPORTATION COORDINATOR

General Responsibility: To assist the camp directors with the transportation aspects of a specific session of camp.

Authority and Responsibility: The Transportation Coordinator for a session of camp is accountable to the Transportation Supervisor for the quality and delivery of work produced. The transportation coordinator will work with the day camp Director for the session they are assigned to for completion of job responsibilities.

Specific Responsibilities:

- Work closely with session Director(s) to identify Bus Riders (minimum of 2, one for northern route, one for the southern route) and Bus Checkers (one per bus stop, approx. 4-6 per session)
- Will prepare Bus Route lists with names of girls in conjunction with the registrar and data entry personnel; assign pick-up/drop-off locations for campers along route (usually the stop closest to their home address)
- In conjunction with the director and the data entry personnel, will prepare the final camper letter with the transportation portion of that mailing including labeling with the name, address and cell phone number of the bus checker, route information including where the bus stop is located and when the pick-up and drop-off times are, and the color-coded strips for mailing, plus any other Director-requested materials. As per policy, this mailing is to be mailed to campers no less than 3 weeks prior to the beginning of the camp session.
- Make adjustments to camper lists as needed, 4-5 days before camp and distribute lists to Bus Stop Checkers and Camp Director. Make any last minute changes by telephone.
- Create Check-in/Check-out sheets by each bus stop for Bus Stop Checkers to use. Provide approved signer lists/emergency phone numbers on spreadsheet or other useable format to checkers/bus riders.
- Train Bus Stop Checkers and Bus Riders, as to the protocol at the bus stops and on the bus. (ie: What to do if a parent is not there to drop off or to pick up, behavior problems on the bus, late bus, sick/injured child on the bus, etc.)
- Provide First Aid Kits to Bus Riders prior to start of camp session and facilitate transition to next sessions Transportation Coordinator or Camp Administrator at end of final session.
- Check in with Bus Riders and Bus Stop Checkers throughout session.
- Work with parents prior to session to coordinate any changes to transportation stop, changes to approved signers. (Respond to parent phone calls/emails within 48 hours.)
- Work closely with Director in final week prior to camp to coordinate any camper changes (additions/deletions)

Essential Qualifications:

- Experience in recordkeeping desirable

- Experience with database and computer applications highly desirable
- Extreme accuracy in the input and maintenance of database records
- Strong organization skills
- Able to work with difficult people in a positive manner
- Previous experience working with volunteers helpful
- Demonstrates a high level of quality customer service at all levels of interaction
- Willingness to uphold the ideals of Girl Scouting as they pertain to the Promise and Law