

TRANSPORTATION SUPERVISOR

General Responsibility: To be responsible for the overall smooth running of the transportation aspect of camp.

Authority and Responsibility: The Transportation Supervisor is accountable to the Day Camp Administrator for the quality and delivery of work produced. The transportation supervisor will work with Council staff as they must sign the contracts with the transportation company.

Specific Responsibilities:

- § Work closely with Michael's Transportation (or other bus company), negotiate a yearly contract with them by no later than January or February of each year, for the weeks of camp that we need transportation, and communicate to them where the bills are to be sent: to Day Camp Treasurer
- § Work with Council liaison since the Girl Scout Council of Northern California must sign the contract.
- § Will determine bus routes based on the demographics of the campers and communicate those bus routes to Michael's and to the Transportation Coordinators.
- § Will prepare maps to each bus location for Michael's and for the Transportation Coordinators.
- § Will determine bus pick up and drop off schedules and communicate those to Michael's and Transportation Coordinators.
- § Will communicate to Michael's before each session of camp, the names and cell phone numbers of the Transportation Coordinators and Bus Riders and any route changes.
- § Communicate with Michael's in May to confirm the details of the contract and to reiterate that we want the same bus drivers each day/week so that they know the route and won't get lost, late, etc.
- § Touch base with Transportation Coordinators at least once during each week (beginning and mid-week) to ensure that everything is going well) and help handle any crisis that may arise.
- § Train Transportation Coordinators, as to the protocol of how to handle difficult parents, no show bus checkers, bus riders who get sick, etc.
- § Able to attend Day Camp committee meetings once a month

Essential Qualifications:

- Experience in negotiating contracts desirable
- Strong organization and supervision skills a plus
- 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