



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **Job Title: Camp Driver/ Transportation Coordinator**

**Department: Overnight/Day Camp**

**Supervisor: Camp Director**

### **Job Description:**

The Camp Driver/ Transportation Coordinator is responsible for the care and cleanliness of all camp program vehicles. They are also the primary point of contact for all scheduled and ad hoc transportation of campers and/or staff members.

### **Requirements:**

1. Must be 21 years old.
2. A person who shows maturity, good judgment, creativity and experience in a variety of camp counseling situations, as well as skills in organization and communication.
3. Ability to lift 50lbs.
4. Ability to interact and communicate clearly with all program participants, parents, fellow staff and the public.
5. Must have a clean driving record.
6. Must have the ability to operate camp vehicles to include a 12 passenger van and pick-up truck.

### **Preferred:**

1. Some college

### **Experience:**

1. Prior experience working with children
2. Must have the ability to communicate with and supervise young adults and children

### **Responsibilities:**

- Transport campers and staff in camp vehicles over distances of up to 200 miles
- Guard campers' safety and welfare at all times.
- Attend and complete all staff paperwork and trainings.
- Work cooperatively with other staff. Coordinate other staff members to transport campers and staff as needed.

- Complete a daily safety checklist of all vehicles used for camper and staff transportation
- Ensure all equipment and supplies are properly used and maintained.
- Participate and assist in all camp activities.
- Serve on an On-Call status, accessible by radio around the clock.
- Follow pre-planned schedules and arrive on time for all responsibilities.
- Report all injuries or vehicle damage immediately and fill out appropriate forms.
- Use the Behavior and Disciplinary Action Plan when correcting a camper.
- Become CPR & First Aid certified prior to the start of camp.
- Complete all forms for a criminal record report and background check.
- Assist in meeting and maintaining YMCA, State, and ACA camping standards.

### **Leadership Competencies:**

**Mission Advancement:** Accepts and demonstrates YMCA core values. Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve others and fulfill community needs.

**Collaboration:** Seeks first to understand the other person's point of view, and remains calm in challenging situations. Builds rapport and relates well to others. Takes initiative to assist in developing others.

**Operational Effectiveness:** Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another.

**Personal Growth:** Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Demonstrates an openness to change, and seeks opportunities in the change process.

### **Essential Job Functions**

- Oversee camp vehicle use. Maintain camp vehicles in a responsible manner. Report maintenance concerns to the appropriate director.
- Develop a schedule wherein each camp vehicle is cleaned regularly, inside and out.
- Work closely with office staff on coordination of transportation and airport runs.
- Assist with coordination of off-camp program transportation.
- Work closely with Health Lodge Staff to coordinate all doctor and hospital runs.
- Be a liaison during doctor/hospital visits and relay sensitive information.
- Keep living and work area clean to camp standards.
- Be responsible for helping full time administrative staff with check in procedures. Assist with OD and evening cabin coverage.
- Guard the safety and welfare of campers, reporting all accidents immediately. Assist with camper and/or staff issues.
- Develop and maintain positive communication, in a timely manner, with staff, supervisors, YMCA staff and camper parents.

- Use established behavior management plan when disciplining campers. Report serious and persistent problems to the Resident Camp Director immediately.
- Assist in meeting and maintaining YMCA of the USA and ACA camping standards.
- Train and inform staff about the policies and procedures of the Camp, especially policies regarding the operation of camp vehicles.
- Report to camp director daily.
- Perform additional duties as assigned by Program Director and/or Camp Director.

### **1. Maintain Staff and Camper Safety**

- a. Prioritize child safety as it pertains to Child Sexual Abuse. Maintain a rule-of-three supervision at all times. Report any suspicions of any employee that you suspect of sexually abusing a child to your supervisor immediately.
- b. Maintain a vigilance for Peer-to-Peer Child Sexual Abuse. Immediately stop any untoward behavior and report to your supervisor immediately.
- c. Maintain CLEAN living and work areas
- d. Report problems to Maintenance Direct or a supervisor in a timely fashion
- e. Assure that all camp facilities/areas are clean after each use
- f. Guard the safety and welfare of all campers, reporting all accidents immediately and documenting them properly (incident reports)
- g. Establish a culture of caring for camp property by leading by example and holding instructors and campers accountable for the cleanliness and basic upkeep of camp property and equipment
- h. Log all incidents (even minor ones) using the incident reporting system and be sure to inform your immediate supervisor regarding the incident

### **2. Be an Effective and Impactful Leader of Staff**

- a. Be a role model for staff and campers
  - i. Model the four character values of Caring, Honesty, Respect, and Responsibility
  - ii. Be on time to all events and set a standard of hard work for your staff to follow
  - iii. Prevent negative or inappropriate influences from being a part of campers' and staff's time at Camp Sloane (i.e. mature language/discussions, illicit materials, nicotine products, etc.)
  - iv. Generally lead by example and exhibit the behaviors you expect of your staff members
- b. Work to cultivate and develop staff
  - i. Assist staff members in your area by being a support for them
  - ii. Provide feedback regularly and in an appropriate manner
  - iii. Identify staff with leadership skills and work to help them develop their potential
- c. Enforce the rules of camp evenly and fairly to all campers and staff
- d. Develop a positive working relationship with peers, supervisors and directors based on mutual respect

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Be prepared to accept additional responsibilities as deemed necessary by the Camp Directors and/or the

**Executive Director.**

**Camp Sloane YMCA reserves the right to change this job description as conditions change.**

**By signing your staff agreement, you acknowledge that you have read this job description thoroughly, and that you are both able and willing to fulfill the requirements of the position enumerated above.**