



## Transportation Coordinator

<b>Job Title:</b>	<i>Transportation Coordinator</i>
<b>Job Duration:</b>	<i>June 29, 2022 to August 29, 2022</i>
<b>Job Hours:</b>	<i>Full-time / Day Camp Hours (40hrs / week)</i>
<b>Reports To:</b>	<i>Summer Camp and Outdoor Education Director</i>

### Summer Camp 2022 Training

- Summer staff training
- Policy and procedure training
- RCABC course days

### 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

### COVID-19 Policies and Procedures

- Sasamat outdoor Centre and Association of Neighborhood Houses of B.C (ANHBC) is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment.
- Job offers with Sasamat Outdoor Centre and ANHBC is conditional on you providing Sasamat Outdoor Centre/ANHBC with proof, prior to the start date and in a form satisfactory to Sasamat Outdoor Centre/ANHBC, that you are fully vaccinated against COVID-19. If you do not provide such proof prior to your start date, job offers will be considered void and of no effect. If you are unable to be fully vaccinated on the basis of a ground protected by applicable law, you may request an accommodation from Sasamat outdoor Centre/ANHBC by contacting the Summer Camp and Outdoor Education Centre Director immediately. Sasamat outdoor Centre/ANHBC reserves the right to delay your start date while it considers your accommodation request. ANHBC also reserves the right to amend its COVID-19 vaccine requirement in its sole discretion.
- Sasamat outdoor Centre will work diligently to keep all staff informed of all Covid-19 related policies and procedures as they may change over time due to the ever-dynamic landscape and nature of the pandemic. For the most up-to-date policy information please visit our website at [www.sasamat.org](http://www.sasamat.org).

### Self Care

- Summer camp is a job like any other, where self-care is extremely important and camp staff are expected to be at work ready for an energy filled day or week of programs, maintain healthy practices, and balance personal/social lives appropriately.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_