JOB DESCRIPTION
TRANSPORTATION DIRECTOR

Purpose: Schedule, track, organize and coordinate all incoming staff and Camper travel for Summer Camp.

Accountable to: The Camp Director

Essential Duties and Responsibilities:

Preseason
1. Track and organize all incoming flights for staff arrival
   1.1. Create a schedule for airport, bus and train pick ups
   1.2. Coordinate with staff pick up locations and times
   1.3. Maintain transportation log for YMCA buses and vans
   1.4. Ensure vehicles are always ready to go with gas and appropriate Maintenance

Camp Season
2.0 Track, organize, and plan pick ups for all incoming campers arriving via bus, train or flight.
   2.1 Monitor all early arrivals and ensure staff are prepared and ready for campers.
   2.2. Greet all early arrival families and escort to their divisions
   2.3. Track any early departures and coordinate with camper and staff
   2.4 Organize staff trips as needed to local drop off locations
   4. Maintain good public relations with parents, members and participants and direct serious matter to the Camp Director.
   5. Understand that you represent the YMCA and maintain a positive disposition, demeanor and attire.
   7. Report accidents and injuries and complete incident reports. Adhere to all first aid/rescue procedures.
   8. Report maintenance or safety issues to the Camp Director.
   10. Treat children and adults with dignity and respect. Recognize their individuality and diversity.
   12. Work in harmony and cooperation with the staff, volunteers and members of the YMCA to develop team spirit and family atmosphere.
   13. Be prepared to make unplanned trips to pick up food, emergency supplies, etc...
   14. Other Dutys as assigned including but not limited to late night On Duty shifts

SUPERVISORY RESPONSIBILITIES
Directly supervises program heads in the following areas: Driving staff
QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Entry level management experience

CDL Preferred

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

HUMAN RELATIONS SKILLS

Frequent to constant interdepartmental or external contacts on matters requiring above average tact. Magnitude of contacts is limited to a single or few operating units. Human relations skills are very important.

CERTIFICATES and LICENSES

Current driver’s license

RI Chauffeur’s license or equivalent

CDL Preferred

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The noise level in the work
environment is usually very loud. The position has exposure to Bloodborne Pathogens and the incumbent
should be educated and prepared on same.

I have read the above job description, and I understand what is expected of me as a Transportation
Director.