

TRANSPORTATION COORDINATOR

Special skills: ability to manage and coordinate information

Other requirements: good communication skills

Reports To: Schedule Manager, Camp Director

Who You Serve: The campers and camp staff

Specific Responsibilities:

- Determine the number of campers needing transportation and the number of vans needed
- Create a list of Campers being transported by van and via carpool
- Contact churches or other organizations to share the opportunity to impact children in their area through the ministry of STR Day Camp and ask about using/renting their van(s) to transport campers.
- Schedule available transportation/vans for each week of camp
- Read the information from Church Mutual Insurance about driving/operating a 15-passenger van
- Coordinate Van drivers for each week of Camp for both Camper pick-up and drop-off
- Coordinate with Schedule Manager those Campers needing transportation and those willing to carpool
- Utilize a mapping software such as Google Maps to identify camper locations and possible routes
- Contact Parents of Campers to arrange car pooling for as many as possible
- Contact Parents of campers needing transportation by van to share the driver contact information and pick up and drop off locations and approximate times
- Communicate with and meet with scheduled drivers
- Communicate with Church Mission groups providing any transportation
- Coordinate with Schedule manager any changes in transportation needs
- Make note of any maintenance issues on the attendance list and communicate with the Camp Director

TRANSPORTATION DRIVER

Specific skills: ability to manage a group and communicate with parents

Other requirements: minimum age 25, no current driving infractions; walking with the Lord

Reports To: Staff Manager, Camp Director; Transport Coordinator

Who You Serve: The campers and camp staff

Specific Responsibilities:

- Attend training
- Specify “before camp”, “after camp”, or “both” when applying
- Submit Driver information for insurance
- Read the information from Church Mutual Insurance about driving a 15-passenger van
- Coordinate with Schedule Manager Daily
- Pick up STR van and second driver from Ranch location at the beginning of each day
- Manage camper attendance list and planned transportation route
- Communicate any daily changes with Manager
- Pick up Campers at designated pick-up spots at the scheduled time
- Check in and check out campers on attendance list each day
- Communicate attendance with Coach/Team Leader
- Drop off the Campers at the designated drop-off spots at the scheduled time
- Record the odometer reading on the attendance list before leaving camp, after returning to camp, and when refilling the gas tank.
- Make note of any maintenance issues
- Check fuel level and see Manager for refueling
- Call in to Schedule Manager any traffic incidents that might delay drop-off/pick-up
- Drop off STR van at Ranch location at the end of each day