

Job Description

JOB TITLE: Driver	FLSA: Seasonal
DEPARTMENT: Girl Experience; Camp Hoover	
REPORTS TO: Camp Director	DATE: December 2018

JOB SUMMARY:

The role of the Driver is to provide safe transportation of campers and staff to and from the camp property for off-site trips. They need to maintain accurate records of the vehicles and maintain the vehicles in a safe manner.

MAJOR ACCOUNTABILITIES:

- Attend and successfully complete all required training, program workshops, staff meetings, and supervisory sessions.
- Enforce the rules, procedures and policies for transportation of campers and staff.
- Utilize the weekly schedule to drive all groups going off site.
- Maintain all vehicle records and inform the Camp Director of any problems as soon as they are found.
- Assure that a counselor goes out on every out trip that involves the transportation of campers and that the counselor is the one responsible for supervision of campers in the vehicle.
- Assist in the dropping off and picking up of mail, errands, and shopping for supplies.
- Maintain the vehicles in a clean manner.
- Actively participate in the end of the week clean up on Saturdays.
- Assist in instructing and leading campers in emergency procedures such as van evacuation, fire drills, evacuations, etc., as required.
- Perform other duties as assigned for the betterment of the campers, program, camp, and the council.

JOB QUALIFICATIONS:

- Must be at least 25 years of age.
- Have a valid, current and clean CDL license with a passenger endorsement.
- Current certification in First Aid, CPR, and AED child and adult.
- Previous experience driving a similar vehicle.
- Reliable, responsible, good judgment, patience and a sense of humor.
- Ability and desire to work with girls and adults in a camp setting.
- Ability to communicate clearly, to be flexible and adaptable and to remain calm in an emergency.
- Have an understanding of the capabilities, needs, and interests of children.