girl scouts
heart of new jersey

Job Description

JOB TITLE: Driver	FLSA:
DEPARTMENT: GSHNJ Camps	SALARY RANGE: Sleepaway Camp - $600 - $675 per week housing provided
REPORTS TO: Camp Director	Additional Benefits: In accordance with New Jersey law, part-time and seasonal employees accrue paid sick leave.

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.
- Communicate all concerns including behavioral issues, maintenance issues, program needs in a timely 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.
- Knowledge and compliance with GSHNJ, Local, State, Federal, Youth Camp, and ACA health and safety standards, including adherence with all procedures and protocols related to communicable diseases such as measle, rabies, and COVID-19.
- 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 or willing to attend required training.
- 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.