

## **Job Title: Shuttle Coordinator**

**Compensation:** Free camp, chore relief, stipend of \$200

**Supervised by:** Operations Manager

**Responsibilities:** The Shuttle Coordinator is responsible for the safety, organization and management of the shuttles at camp. This includes: organizing and managing volunteers; organizing and managing routes and schedules; communicating with appropriate staff to ensure all camp shuttle needs are met; and ensuring shuttles are well maintained.

Also responsible for ensuring all safety guidelines are followed as per the Safety Coordinator.

**Hours required at camp/off camp (approx): 42-60 hours:**

**Prior to camp: 2-5 hours**

- Meeting with Safety Committee
- Meeting with Operations Manager
- Coordinates with A&I people who are identified as higher priorities

**At-Camp: 40-55 hours**

- Arrive at camp during Setup
- Responsible for creating a daily schedule (Before and during camp);
- Drive a shuttle when necessary to support filling shifts;
- Recruits volunteers;
- Posts routes;
- Written communication with the community; and,
- Announcements at camp.

**Skills Required:**

- Must be well organized, good communication skills and proactive;
- Friendly and outgoing, good people skills; and
- Safety oriented.

**Apply by: June 15th, 2023**

**If interested in applying, please send resume and cover letter to:**  
michael.sheely@dne.org