



TITLE: Transportation Coordinator
REPORT TO: Program Manager

Neil Klatskin Summer Camps, located at the Kaplen JCC on the Palisades in Tenafly, NJ, is looking for a Transportation Coordinator for our day camps for 3-14 year old campers from May 20, 2023 –August 16, 2023.

RESPONSIBILITIES:

Pre- camp

- Meet regularly with Program Manager/Camp Director to prepare for summer season
- Work closely with the bus company to create and update bus routes
- Work closely with the camp team to coordinate scheduling and special events as it related to transportation including but not limited to trips and rainy days
- Assist in ordering supplies and equipment
- Assist in assignment and supervision of bus counselors
- Prepare for and participate in all staff orientations and events
- Administrative Tasks including but not limited to emails, phone calls, attendance, filing, etc.

During camp:

- Work closely with the bus company to create and update bus routes
- Work closely with the camp team to coordinate scheduling and special events as it related to transportation including but not limited to trips and rainy days
- Manage BusWhere App
- Work closely with Allergy Coordinator to ensure EpiPens are available on buses
- Assist in ordering supplies and equipment
- Assist in assignment and supervision of bus counselors
- Monitor and track substitute bus counselors and bus counselor attendance
- Monitor activities and relationships between staff, bus drivers, campers, and parents.
- Supervise bus counselors and complete evaluations with Program Manager
- Check in with Program Manager daily
- Communicating with parents throughout the summer
- Assist with daily arrival and dismissal
- Evaluate season and make suggestions for the following season
- Administrative Tasks including but not limited to emails, phone calls, attendance, filing, etc.
- Other duties as assigned.

REQUIREMENTS:

- Strong communication and problem-solving skills
- Desire and ability to work with children, teens, and adults in a camp setting
- Excellent attention to detail

SCHEDULE:

- Pre-Camp Season: 10-20 hours per week from May 20th-June 21st, including but not limited to Staff meetings, Staff Orientation, Parent Orientation, Open House, and Meet & Greets.
- During Camp Season: Monday through Friday 8:00am-5:00pm, including but not limited to weekly meetings and Family Interactive Nights

Please send resume to: Melissa Peters, Associate Camps Director, Mpeters@jccotp.org

EOE

It is the policy of this institution to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, marital status, national origin, age, disability, veteran status or status within any other protected group.