

Oakland Feather River Camp - Job Description

Job Title:	Oakland Transportation Coordinator	Duration:	Seasonal
FT/PT:	Part-Time	Reports to:	Camp Director
Classification:	Hourly	Updated:	May 23, 2024
Location:	Oakland, CA	Reimbursements:	Mileage at federal rate
Salary Range:	\$25-\$30/hour		

Position Purpose:

Coordinate transportation for a grant funded outreach program that removes barriers for participation in the OFRC family camp program for underserved Oakland and Alameda County families with children between 0-5. This position will set up the bus stop area, coordinate all bus stop logistics, and provide a great experience for camper families at the start and end of their camp experience.

Essential Job Functions:

1. Bus Stop Set Up
 - Transport needed equipment and supplies to and from the storage unit, including car seats, folding tables, sandwich boards, coolers, and storage tubs
 - Set up the bus stop in a welcoming manner.
2. Bus Stop Coordination
 - Departures:
 - i. Pick up car seats from storage unit and arrive at bus stop with ample time prior to departure (see next page for schedule)
 - ii. Check in camper families and verify negative Covid-19 tests for all campers
 - iii. Distribute car seats (as needed) and sack sack lunches to camper families
 - iv. Put necessary supplies on bus for families to access
 - v. Assist with loading luggage onto bus
 - vi. Communicate bus departure with Camp Director
 - Arrivals:
 - i. Arrive at bus stop in advance of bus arrival (see next page for schedule)
 - ii. Assist with unloading luggage from bus
 - iii. Collect all loaned car seats
 - iv. Check out camper families
 - v. Gather supplies from bus
 - vi. Communicate bus arrival with Camp Director
 - vii. Pack up car seats and bring to storage unit
3. Bag Lunch Preparation
 - Shop for needed bulk supplies for bag lunches
 - Order and pick up sandwiches for campers from store
 - Prepare bag for each family with all of their lunch items for distribution at check in
4. Storage Unit Management
 - Set up unit at beginning of summer by moving bus stop supplies into storage unit
 - Close down unit at end of summer by moving bus stop supplies to office
 - Keep storage unit clean, orderly, and properly locked throughout summer
5. Documentation
 - Keep detailed records of bus arrivals and departures and submit to Camp Office staff as instructed
 - Maintain rosters of bus riders
 - Create and update process documentation for bus transportation
 - Assist with any required end of season reporting

Other Job Duties:

- ◊ Facilitating clear communication with campers taking bus through signage, email, and verbal communications
- ◊ Be available on transportation days to answer any questions from camper families by phone or text

Relationships:

The Oakland Transportation Coordinator is the only employee providing support to the transportation program in Oakland. This person works alongside the Camp Management Assistant, Office Manager, and

Food Services Manager to create an efficient transportation program. The Oakland Transportation Coordinator reports directly to the Camp Director and/or the Executive Director. On occasion, this position may work with the Development & Marketing Director on relevant efforts.

Equipment Used:

- Including, but not limited to, the use and care of: A laptop (can use a personal laptop or the laptop provided by camp) and printer
- Access to the transportation Gmail and Google Workspace

Qualifications (Minimum Qualifications and Past Experience)

- A high school diploma or its equivalent
- Valid Driver's License
- Vehicle large enough to move up to 10 car and booster seats, plus bus stop supplies (mini van, truck, large suv, etc)

Knowledge, Skills, and Abilities:

The position requires...

- ◇ Ability to work independently
- ◇ Organization and precise attention to detail
- ◇ Patience and positive and friendly personality
- ◇ Fluidity and the willingness to adapt and be resilient
- ◇ Problem solving abilities
- ◇ Exceptional customer service skills
- ◇ Maintaining a calm demeanor in challenging situations
- ◇ Ability to identify potential issues before they develop
- ◇ Basic email and computer skills

Work Environment & Physical Aspects of the Position:

- Need to be able to lift up to up to 50 lbs
- Being mobile and able to be on your feet

Position Schedule:

- Hours are pre-set for the Bus Stop Set Up/Coordination and Storage Unit Management:
 - Departure Days (Sunday, bus going to camp): 6:30 am-10:00 am
 - June 9, June 16, July 7, July 14
 - Departure & Arrival Days (Wednesday): 6:30 am-10:00 am & 4:30 pm-7:30 pm
 - June 12, June 19, July 10, July 17
 - Arrival Days (Saturday, bus coming from camp): 4:30 pm-7:30 pm
 - June 15, June 22, July 13, July 20
- Hours are flexible for the Bag Lunch Preparation and Documentation
- This position is planned to work the following hours:
 - Program Weeks: 22 Hours per week
 - June 9-15, June 16-22, July 7-13, July 14-20
 - Prep & Shut Down: 10 hours per week
 - June 2-8, July 21-27

Application Instructions

Interested applicants should email Jobs@FeatherRiverCamp.com with the following information:

- Resume or documentation of relevant experience
- Confirmation of availability for the dates listed in the 'Position Schedule' section above
- A brief statement of why they are interested in the position and their experience working independently
- 3 references, including name, phone number, and email address

NON-DISCRIMINATION POLICY: Camps in Common and Oakland Feather River Camp does not discriminate internally (in its administrative and program operations) or externally (in its recipients of services) on the basis of race, color, religion, gender identity or expression, sex, sexual orientation, age, national origin, ethnicity, ancestry, genetic information, marital status, veteran status, or mental or physical disability or any other status or characteristic prohibited by applicable law in the United States. Camps in Common prohibits any such discrimination or harassment and no person/s may be denied service and/or employment based on the categories noted above.