

Transportation Coordinator

Neil Klatskin Summer Camps is located at the Kaplen JCC on the Palisades in Tenafly, NJ and is looking for a Transportation Coordinator for our day camps for 3-8 year old campers and specialty camps for campers entering 3rd grade and up from June 1st –August 31st.

Minimum Qualifications:

- Experience as a supervisor
- Strong Communication and problem solving skills
- Desire and ability to work with children, teens, and adults in a camp setting
- Very Detail Oriented

Responsible to: Director of Camping and Youth Engagement

Schedule:

Pre-Camp Season: 10-20 hours per week from June 4th through June 22nd, including but not limited to Staff meetings, staff orientation, Parent Orientation, Open House, and administrative tasks.

During Camp Season: Monday through Friday 7:30am-5:30pm, weekly meetings from 7-9pm.

General responsibilities include:

Pre- camp

- Meet regularly with camp team 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, rainy days, and theme days
- Assist in ordering supplies and equipment
- Assist in assignment and supervision of bus counselors
- Prepare for and participate in all staff orientations, Camper Open House, Late Nights, Theme Days
- 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, rainy days, and theme days
- Assist in ordering supplies and equipment
- Assist in assignment and supervision of bus counselors
- Monitor activities and relationships between staff, bus drivers, campers, and parents.
- Supervise bus counselors and complete mid-summer and end of summer evaluations
- Check in with Camp Director or Assistant Director daily
- Communicating with parents throughout the summer
- Assist with daily arrival and dismissal
- Evaluate season and make suggestions for the following season

Other duties as assigned.

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

EOE