



TITLE: Transportation Coordinator

REPORT TO: Youth Program & Logistics 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.

SCHEDULE:

- Planning meetings once per month, January-June 2026 (6:00-8:00pm).
- 10-20 hours per week from June 1st-June 19th, 2026, for camp preparation and communications
- Staff Training June 7-8 and June 14-17, 2026
- Open House February 8, 2026, and April 24, 2026
- Meet & Greet on Sunday, June 21, 2026, from 8:30am-2:00pm
- June 22-August 14, 2026, Monday through Friday 8:00am-5:00pm
- Camp Staff Meetings every Thursday from 5:15pm-6:30pm during the 8 weeks of camp

RESPONSIBILITIES:

Pre- camp

- Meet regularly with Youth Program & Logistics Manager to prepare for summer season
- Liaison with the bus company to update bus routes and daily needs.
- Coordinate scheduling and special events as it relates to transportation including but not limited to trips and rainy days at the direction of the Director of Program Development.
- Assist in ordering supplies and equipment
- Assist in assignment and supervision of bus counselors
- Assist in training of bus counselors
- Prepare for and participate in all staff orientations and events
- Assist and Manage all Bus Authorization Codes for Parent Pick Up
- Administrative Tasks including but not limited to emails, phone calls, attendance, filing, etc.

During camp:

- Liaison with the bus company to update bus routes and daily needs.
- Coordinate scheduling and special events as it relates to transportation including but not limited to trips and rainy days at the direction of the Director of Program Development.
- Manage Bus Tracking System
- Ensure EpiPens are available daily on buses for those campers/staff that require one at the direction of the Nurse.
- 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 Youth Program & Logistics Manager
- Check in with Youth Program & Logistics Manager daily
- Communicating with parents throughout the summer
- Set Up and Coordinate daily bus 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

This is a Seasonal Position for June through August. Salary Range \$6K-\$7K, Commensurate with experience.

Send all resumes and cover letters to Melissa Peters at 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, handicap, veteran status, or status within any other protected group.