



Camp Beech Cliff Job Description

Position: Bus Driver (summer seasonal position)
Reports to: Camp Director, Director Of Operations. Office Administrator

Summary:

Bus Drivers will work as a member of the CBC team to ensure that camp transportation is well organized, camper/family-centered, safe, and relates to the mission of camp. They will work with and assist staff to make the transportation of campers physically and emotionally safe, enjoyable and appropriate.

Minimum Qualifications:

- Desire and ability to work with children and adults in a camp transportation setting.
- Ability to work with staff as a member of the CBC team.
- Ability to accept supervision, guidance and support from camp directors.
- Ability to be a positive role model to campers and in public.
- Enthusiasm, flexibility, clear communication skills, patience and self-control.
- Current First Aid and CPR certification (will provide training).
- At least 21 years of age.

Specific responsibilities include:

- Plan ahead to be punctual and prepared to drive each morning and afternoon transportation route.
- Establish a daily routine of cleaning up the bus of trash and report any damage or bus issue to the Transportation Coordinator or Camp Director immediately.
- Fill the bus with fuel when needed. Ask Transportation Coordinator/Camp director for fueling practice specific to bus location/route (i.e. gas card, store account).
- Assist with supervision of campers.
- Clearly communicate drivers' needs and expectations with designated bus monitor staff member.

- Assist campers with understanding how to appropriately ride a school bus.
- Encourage respect for personal property, camp equipment and facilities, the environment, and each other.
- Teach campers by setting a good example, role modeling appropriate behavior and accepting positive and constructive feedback.
- Upon request, help execute and participate in transportation for special events i.e. Sand Beach Days.

Other responsibilities include:

- Provide evaluative information to the camp directors for areas bus monitors and the transportation system can develop.
- Assist the Camp Director in adhering to the American Camping Association standards for accreditation and the State of Maine guidelines for licensed summer camps.

Essential Functions:

- Ability to communicate effectively with individuals and groups and provide appropriate and necessary instructions to staff and campers.
- Cognitive ability to communicate, plan and conduct safe transport of campers.
- Visual, auditory and ambulatory ability to identify and respond to environmental and other hazards related to transport of campers.
- Ability to enforce safety regulations and emergency procedures, and ability to apply positive and proactive behavior management techniques with campers when necessary.

Compensation & Benefits

Hourly rate of \$26 per hour, 20 hrs/week.

Upon hire and annually thereafter, all employees at CBC must have background check results that are satisfactory to Camp Beech Cliff.