



THE CAMPS OF THE ALOHA FOUNDATION

2968 LAKE MOREY ROAD ~ FAIRLEE, VERMONT 05045

The Aloha Foundation

Job Description – Part-Time Seasonal Driver Organizer & Scheduler

Experienced driver needed to organize and schedule summer camp trips for Aloha, Hive and Lanakila trip departments. When drivers are not available, drive campers and staff in 12-15 passenger van throughout Vermont, New Hampshire, Maine, Massachusetts and New York.

Primary Responsibilities:

- Work with the Head of Tripping or designate at Aloha, Hive and Lanakila to review tripping schedules and driver needs.
- If needed, work with Horizons and Ohana Directors to assist with any of their transportation needs.
- Create driver schedules and review with Head of Tripping or designate.
- Check in at each camp at least once a week to see how things are going.
- Check in at each camp right before Show Weekend to discuss feedback and any changes needed for Second Session.
- Yearly attendance at appropriate Pre-Camp sessions to learn camp culture, appropriate behavior and conversation with campers and staff, etc. Rotate camps yearly.
- When drivers aren't available, fill-in on trips.
- Review Driver Manual yearly for updates. Train drivers on contents (radio usage, etc.).

Prerequisites & Qualifications:

- Valid Driver's License (preferably with a Commercial Driver's License endorsement).
- Behind-the-Wheel van driving training if no CDL.
- Online van training course or in-person van training at camp.
- Must be 21 years of age or older.
- Need to have flexible schedule and enjoy working with children and adults of all ages.
- Daily monitoring of cell phone and email.
- Strong interpersonal skills, including an upbeat, collaborative approach.
- Expert organizational and time management skills.
- Hard-working, enthusiastic and committed to the safety and well-being of campers and staff.
- Knowledge of Microsoft Word and Excel.

Application review will begin immediately and will continue until the position is filled.

Please send cover letter and resume to Cheryl McKinley, Administration and Personnel Manager:
cheryl_mckinley@alohafoundation.org . For more information on the camps, please visit www.alohafoundation.org.

Aloha Foundation is an inclusive organization that welcomes people from all backgrounds. It does not discriminate in employment or in its programs or activities on the basis of race, creed, color, place of birth, ancestry, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, marital status, disability, service in the armed forces of the United States, genetic information, or any other status or characteristic protected by applicable law.