

# **Camp Ramah in Northern California**

Job Title: **Camp Driver**

Reports to: Logistics Coordinator

## **Job Description:**

The position of Camp Driver is a summer position at Camp Ramah in Northern California. Responsibilities include being a supply courier (as needed), driving staff to conduct camp business/errands (outside of camp) when no other vehicle is available, transport staff when all other vehicles are signed out, and pick up staff/campers at airport when unforeseen circumstances arise and all other travel options have been exhausted.

All locations to be driven will be within four hours of one way driving of the Camp location to include all local airports, synagogues, Jewish community centers, campgrounds, trailheads, and businesses which Camp Ramah in Northern California buys supplies/equipment from.

## **QUALIFICATIONS:**

1. Must be at least 21 years of age
2. Hold a valid drivers license.
3. Employment is contingent on Insurance Company check through the Dept. of Transportation for any traffic violations and camp's driving record/background check.
4. Free of health problems that would effect safely driving a motor vehicle.

## **RESPONSIBLE TO:**

The Camp Director; Logistic Coordinator; Business Manager

## **GENERAL RESPONSIBILITIES**

To safely transport campers and staff.

To run the camp errands in town

To help oversee the fleet of vehicles and their maintenance

To keep documentation on repairs and service on all vehicles..

## **SPECIFIC RESPONSIBILITIES:**

▶ \_To drive campers/staff/equipment on day and overnight trips. Requires driving various vehicles from cargo vans, mini vans, SUV's, Box trucks, Pickup trucks, or sedans

▶ \_To give passengers a safety orientation and visibly check seatbelts prior to leaving on a trip. Verify all passengers on the logistics sign out sheet

▶ \_To drive campers or staff to the airport in San Jose/San Franciscos or for appointments outside of camp. At the start of the summer there may be daily trips to the major metropolitan airport (3 hours each way) for staff/camper pick-ups.

- ▶ \_To make regular town runs, organizing and purchasing the items on the town list. Maintain receipts from trip and distribute goods.
- ▶ Drive 26 ft. truck with luggage between camp and major metropolitan areas (2-3 hours each way) at the start/end of each session. Help load and unload camper baggage and assist parents.
- ▶ To keep the fleet of vehicles clean and filled with gasoline.
- ▶ To ensure that all safety equipment is in the emergency box in the vehicles and is operable.
- ▶ To make sure that weekly safety checks are done on the vehicles and documented in vehicle log.
  1. Fluid levels
  2. Lights
  3. Horns
  4. Brakes
  5. Tires
  6. Windshield and wiper condition
  7. Mirrors
- ▶ To fill out a weekly vehicle condition reports and give to Logistics Coordinator and Business Manager and to communicate immediately any problems with the vehicles to the Logistics Coordinator and Business Manager
- ▶ To keep vehicles fueled and safety checks and check lights as equipment is needed.
- ▶ To conduct yourself in a professional manor when dealing with the public.
- ▶ When not driving, assist the operations/kitchen staff and offer your services to other areas of camp as needed.
- ▶ Groups being picked up may need lunches packed. Bring drinks on pick up. Check with Logistics Coordinator

Knowledge, skills, and abilities:

- Ability to work on a team, relate and work well with others
- Self starter and organizer
- Ability to accept guidance, direction and supervision
- Proficiency in the safe and proper use of vehicles and safety equipment, tools, and basic vehicle maintenance equipment and tools

Physical aspects of the position:

- ♦ Ability to understand and implement safety regulations and procedures
- ♦ Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures
- ♦ Ability to drive long hours and recognize unsafe driving conditions
- ♦ Ability to lift, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required.
- ♦ Ability to safely and properly use vehicle tools and equipment

- ♦ Ability to safely drive cars, light trucks, tractors, and other motorized vehicles
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the camp operation.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury).

Camp Ramah in Northern California is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.