

# Driver / Support Staff

SUPPORT STAFF



## JOB DESCRIPTION

The Driver/Support Staff Position serve the campers and staff by driving them to needed locations such as hikes, airports, doctor visits, etc. This position provides operational support to a variety of areas within Tapawingo.

## REQUIREMENTS

The following are preferred or required:

- 20 years old or older
- Holds a current CPR-FPR certificate and Wilderness First Aid certification (preferred) (We can help you obtain one.)
- This position requires a true servant's heart, great flexibility and willingness to whatever task is required of her
- A Christian in agreement with our Statement of Faith

## RESPONSIBILITIES

- According to schedule, drive camper cabins to their hiking locations.
- Work with Business Manager to coordinate airport rides.
- Be confident in all driving and navigator procedures and responsibilities
- Communicate vehicles/maintenance/vehicle first aid kits needs.
- Assist in the completion of Audit and NYSDOH vehicle documentation.
- Support in other areas of camp such as:
  - Serve as hiking leader if needed
  - Assist Food Director and Program Directors where needed
  - Assist Tapawingo Director with camper laundry
  - Help manage cleanliness and organization of staff housing
  - Assist with island maintenance and maintenance requests
- Maintain a schedule of exercise and rest in order to be able to appropriately serve as the driver of camp vehicles.
- Attend weekly counseling and support staff meeting.