

Driver/Support Staff

Purpose:

To serve the campers and staff by driving them to needed locations such as hikes, airports, doctor visits etc. To serve willingly within the overall operational needs of Tapawingo.

Responsible to:

Summer Director's Assistant and Director of Tapawingo

Responsibilities:

1. According to schedule, drive camper cabins to their hiking locations.
2. Work with Business Manager to ensure all camper's with airport pick-up and drop-off are successfully transported to the airport.
3. Maintain a schedule of exercise and rest in order to be able to appropriately serve as the driver of camp vehicles.
4. As other duties allow, assist Program Directors and Food Service Team with supervision, event hours, Dining Hall prep.
5. Be familiar with all driving procedures, including driver and navigator responsibilities.
6. As needed, serve as a hiking leader.
7. Assist Summer Director's Assistant with inputting of Maintenance Requests for the island and completing any maintenance tasks as able.
8. As other duties allow, assist Food Service Director with organization of sheds/supplies.
9. Assist Tapawingo Director with execution of camper/staff laundry.
10. Assist in completion of weekly and daily van cleanout/safety checks.
11. Inform Summer Director's Assistant of any needs as they pertain to vehicles/maintenance/vehicle first aid kits.
12. Provide assistance in the completion of Audit and NYSDOH documentation pertaining to vehicles to be reviewed by the Director of Tapawingo. This includes assisting in fire safety and emergency preparedness.
13. Help to manage cleanliness/organization of Skylight/Wolf Jaw/Grace Peak and inform Summer Assistant Director of needs as they arise.
14. Attend weekly counseling and support staff meeting.

Qualifications:

1. 20 years old or older.
2. Holds a current CPR-FPR certificate and Wilderness First Aid certification.
3. This position requires a true servant's heart, great flexibility and willingness to whatever task is required of her.
4. A Christian in agreement with the Camp's Statement of Faith.

Physical Requirements:

Please see Counselors' 'Physical Requirements.'