

# YMCA Hayo-Went-Ha Camps

## Driver

### Job Description

#### Desired Qualifications

- Valid and appropriate Michigan state driver's license
- Good driving record
- Enthusiasm, sense of humor, patience and control
- Current CPR and first aid certifications
- Ability to teach others proper behavior in a vehicle
- Desire to work and live in a camp community

#### Responsible to

Camp Director

#### Camp Goals/Mission

The mission of YMCA Hayo-Went-Ha Camps is to create a community that affords each individual camper and staff member the opportunity to develop her leadership and communication skills, while growing mentally, physically and spiritually through teamwork, self challenge and positive motivation.

#### General Responsibilities

To drive camp vehicles in an appropriate manner for camper and/or staff transportation and to drive when needed for supplies and equipment.

#### Specific Responsibilities

1. Participate in staff training and teach staff about regulations pertaining to camp vehicles.
2. Assist in coordinating driving schedules with the camp director.
3. Teach and monitor proper use of seatbelts, safe loading and unloading, proper behavior in the vehicle and other aspects of vehicle safety.
4. Schedule cleaning and maintenance of all camp vehicles.
5. Coordinate vehicle repairs.
6. Keep records on vehicle maintenance and mileage.
7. Conduct daily check of the area and equipment for safety, cleanliness and good repair.
8. Check all vehicles before and after each trip for gas, oil, tire pressure and damage etc.
9. Keep records on all trips (mileage, destination etc.)
10. Maintain each vehicle with complete first aid kit, current fire extinguisher, reflectors and other safety equipment.
11. Be familiar with and follow procedures for reporting accidents, injuries, incidents, safety checks, backing up, loading and unloading, and vehicle breakdowns.
12. Be familiar with any health problems of campers or staff who are transported.
13. Evaluate current season and make suggestions for the following seasons.
14. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required by the Camp Director.

#### Essential Functions

The camp driver needs to communicate effectively to enforce safety regulations, lift/assist campers or staff; must be able to train staff; observe camper behavior; identify and respond to hazards; work with different age and skill levels, repair or submit repair orders for equipment; plan and conduct daily events and activities.