



## **TRANSPORTATION DIRECTOR**

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### **Description**

The Transportation Director at Camp Misawannee is responsible to plan, coordinate, hire and direct the transportation needs of the Campers and Staff. The prime concern of the Transportation Director is to ensure safe, efficient and economical transportation of Campers and Staff from home to camp and for camp excursions.

### **Time Commitment**

The role of a Transportation Director would require one to 2 hours each month from February to April, during May and June would require 2 to 4 hours each month; during July would require about 2 hours each week and during camp would require 8 to 10 hours.

### **Dates**

Camp Misawannee runs for one week in August. The camp dates are August 9-16, 2025

### **Duties and Responsibilities**

- Responsible to the Camp Director
- Obtains quotes from different Bus lines for the hire of a bus
- Communicates the cost to the Camp Director
- Hires the bus
- Arranges for all invoices to be sent to the Registrar for payment
- Liaison with BC Ferries for campers traveling from the mainland
- Arranges for Ferry Monitors during both Ferry trips
- Trains Ferry Monitor
- Collaborates with the Registrar who has the Bus/Ferry Registration forms
- Communicates with the Parents for what to expect for the bus/ferry trip
- Arranges for a Staff member to assume the duties of Bus Monitor (for return home)
- Trains Transportation Leads/Assistants and Monitors.
- Ensures that the Bus Monitor has all necessary supplies for travel (first aid, camper lists, contact lists, medical lists)
- Keeps in close contact with the Transportation Leads on travel days
- Collaborates with the Head Cook on the preparation of packed lunches for scheduled camper excursions.
- Oversees the preparation for the last day bus departure
- Other duties as assigned by the Directors