



Wilderness Youth Project

Open Position: Transportation Coordinator & Driver

About Us

Wilderness Youth Project (WYP), founded in 1999, nurtures smarter, healthier and happier children who feel a sustained connection to nature and are peaceful, self-aware community members. WYP connects kids to nature in small groups guided by expert mentors during the school day, after school and in summer. We know that all children need nature: not just the ones whose families have privilege and easy access to nature and not only those of a certain race or economic class or culture or gender or sexual identity or language or set of abilities.

About This Job

WYP manages a fleet of vehicles that includes 14 vans: 7 “big” vans (15 passengers) and 7 small vans (6-8 passengers). Our 15 passenger vans require a commercial license to operate. We call the team of people who manage the van fleet “Vanguard.” This position assists the Vanguard Fleet Managers in a variety of van errands and driving responsibilities, which differ slightly in summer and during the school year.

This position is a temporary/seasonal **summer position** of 4 months (May - August 2023), with the opportunity for it to develop into a regular part-time position (up to 10 hours a week) for 2023/24 school year.

General Accountabilities

- **Summertime:** Summertime programs often require unique forms of support for participants, families and staff. This position would be instrumental in meeting these needs.
 - Drive a transportation route in the mornings and afternoons to bring kids to and from program (approximately 7:30 - 9:30 am and 2:45 to 5 pm)
 - Bring supplemental snacks to drop off locations, when needed/requested by staff
 - Respond to requests of program staff who need extra support or supplies
 - Be another friendly face for parents at drop off and pick up
 - Support our Family & Community Engagement Coordinator and Registrar in a variety of tasks (for example, receiving payments, signed waiver/applications, answering questions/phone calls from parents, etc).
 - Assist Vanguard & HQ shuttling vans if any repairs are needed
 - Help staff preparing for an expedition with food purchasing and gear gathering (this may also include opportunities to support on Saturday shift).
 - Be the first to respond, when requested by management, to minor first aid issues (such as bringing hot water and bucket to beach for stingray incident, giving a child a ride home from program when they need stitches, etc). First aid training will be provided if needed.
 - (*From time to time*) Assist program staff in washing vans. This could include washing vans on Saturdays.

- School Year (5-10 hours a week during August to June of each school year)
 - Assist Vanguard in van errands such as taking vans to get repairs, key duplications, smog inspections, and other minor errands.
 - Continue to keep the vans current in audio capabilities
 - Continue to revitalize staff to keep vans clean, and assist with supplemental cleaning (clearing out vans and taking in to get washed) when necessary

*The company reserves the right to add or change duties at any time.

Job Qualifications & Skills

- Valid CA drivers license and a satisfactory driving record
- Experience driving larger vehicles. Experience driving 8 and 15 passenger vans preferred
- Must be trained in driving WYP vans. Training available upon hire
- A commercial driver's license is strongly preferred but not required. Training is available to obtain a commercial driver's license
- Ability to respond to texts and emails in a timely manner
- Ability to work with a variety of staff to coordinate van pick up and drop offs
- Bilingual English/Spanish (speaking/texting) strongly preferred but not required

Benefits & Compensation

\$20 - \$23 an hour depending on experience

Part-time, temporary position of 4 months (May - August 2023) with possibility of moving to regular part-time position for 2023/24 school year.

How to Apply

Applicants should first carefully review the minimum and desired qualifications listed above and the [Wilderness Youth Project website](#). After that, please submit the following:

1. Cover letter that addresses the alignment of your experience and interests with the position as outlined above and the Wilderness Youth Project mission
2. Resume
3. List of 3-5 references

Submit your materials via e-mail attachment in the PDF file format to **Erika Lindemann at transportation@wyp.org**. Initial correspondence via e-mail is preferred. We will continue reviewing applications until the position is filled. We will inform you of timelines and next steps within 2 weeks of receiving your application.

WYP is committed to granting equal employment opportunities to all qualified persons. Affirmative action considerations will be used in the selection process.