

Ramah Day Camp Greater DC

Position: Transportation Coordinator

Job Description – Updated February 2025

Position Overview:

Ramah Day Camp Greater DC is seeking a detail-oriented and organized **Transportation Coordinator** to oversee camper and staff transportation logistics. This seasonal role ensures that all transportation operations run smoothly, efficiently, and safely, while maintaining clear communication with families and camp staff.

Key Responsibilities:

- **Daily Attendance & Logistics:** Record and reconcile daily attendance of campers and staff.
- **Parent Communication:** Serve as the primary contact for transportation-related inquiries, requests, and changes. Update and maintain accurate records in our system.
- **Bus Coordination:** Ensure all transportation changes are implemented, and that campers board the correct buses to and from camp.
- **Special Events & RSVPs:** Track RSVPs for special events and follow up with families who have not responded.
- **Arrival & Dismissal Management:** Coordinate late arrivals and early pickups, ensuring campers are in the right place efficiently while following camp procedures.
- **Security Collaboration:** Work with security personnel to manage family access during arrivals and departures.
- **General Office Support:** Assist with office tasks as needed and contribute to the overall success of camp operations.

Qualifications & Skills:

- Proficiency in Excel, Google Docs, Google Forms, and Outlook.
- Strong written and verbal communication skills.
- Highly organized, detail-oriented, and able to multitask in a fast-paced environment.

- Experience with **CampMinder** is a plus, or the ability to learn database systems quickly.
- Ideal candidate must have the ability to be outdoors for 30-45 minute periods (during bus arrival and departure times) and capable of lifting and transporting bulky transportation binders.
- Approximate hours: 8:00 a.m. - 5:00 p.m. with a midday lunch break.

Compensation & Benefits:

- **Salary:** \$4,000 per summer. \$3500 per summer with \$500 for pre-camp work. Camp dates are June 16-August 8, pre-camp work will likely begin around June 1.
- **Additional Perks:** Camper discount available for staff with camper-aged children.

If you thrive in a dynamic camp environment and are passionate about ensuring a seamless transportation experience for campers, we encourage you to [apply!](#)