

POSITION DESCRIPTION

THE BRIDGE OF STORM LAKE SUMMER 2020 PROGRAM SUMMER TRANSPORTATION COORDINATION INTERN

THE BRIDGE OF STORM LAKE
ATTN: JAY DAHLHAUSER
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The Bridge of Storm Lake has an opening for a **Summer Transportation Coordination Intern**, an energetic, conscientious, and detail-oriented individual who enjoys making a difference in the Storm Lake community and being part of a team.

TERMS OF EMPLOYMENT:

Background Check: A background check will be conducted on the final candidate.

Eligibility: Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2020.. Submit written enrollment verification from their college or university confirming the student's enrollment status to Campus Compact. The applicant must have a valid driver's license.

Work Schedule & Conditions: This is a full time (35 hours per week) position. This position is not eligible for sick, vacation, and holiday leave during employment. Must be available during the hours of 8:30 am-4:30 pm Monday's and Thursday's; 8:30 am-2:30 pm; 5:00 pm-8:00 pm Tuesday's and Wednesday's and 9:30 am- 3:30 pm Friday's in the months of June and July 2020.

Benefits: SALARY. The individual shall receive a \$3,000 salary distributed bi-weekly in equal amounts for the duration of employment. PROFESSIONAL DEVELOPMENT. Campus Compact and The Bridge of Storm Lake will provide an in-person orientation and three professional development opportunities to the employee.

Evaluation: The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation

RESPONSIBILITIES:

Purpose: Coordinate daily transportation to and from activities including Cultivate Training Garden, Summer Learning Loss Programs and Lunch; other summer camps or activities, and summer evening outreach programs.

Duties:

- Coordinate daily youth pick up and drop off schedules once summer program registrations are collected.
- Organize a schedule for volunteer bus and or van drivers.
- Communicate any day to day changes in transportation schedule with summer staff, partners, drivers and parents.
- Ensure all youth being transported are registered and have the proper paperwork.
- Communicate with the school lunch program manager on number of youth and arrival time.
- Ensure child protection policy is adhered to in vehicles and report any concerns.
- Make sure vehicles are properly cared for and cleaned up after activities.

Community Impact: Connect with over 200 new youth from immigrant or refugee families in Storm Lake helping them better understand what programs The Bridge of Storm Lake has to offer. These families will be able to register youth via signup forms and offered transportation to and from The Bridge of Storm Lake's summer programs. The community will be positively impacted through this position by offering positive, educational activities for youth to be involved in during the summer months while parents are still busy and working.

QUALIFICATIONS:

Individual must be organized, able to lead others, be willing to serve under others on a team, outgoing, understand passenger vehicle safety requirements, experienced and/or educated in logistics and transportation, and competent on computer word processing programs.

LEARNING OBJECTIVES:

Career Development: This individual will gain experience in working knowledge of a nonprofit, leading a team, volunteer coordination, and community relations.

Skill Development: Individual will develop skills including community development, organization, management, maintenance, and volunteer coordinating.

Personal Growth and Development: They will grow in compassion for people of other cultures, economic classes, and young people that may suffer from adverse childhood experiences. They will develop an understanding of healthy community partnerships and building resiliency among young people.