



STUDENT LABOR POSITION DESCRIPTION
Most Recently Updated March 2004

Position Title: Van Shuttle Coordinator

Must Work 10 hrs/wk.

1 Grade Level: 4-5

2a Description: The following are the essential duties for a Van Shuttle Coordinator in the Campus Life Department:

- a. Be cognizant of policies regarding driving a Berea College vehicle and/or transporting students
- b. Regularly check the mechanical condition and cleanliness of the van, check the cell telephone, record mileage for engine service purposes
- c. Produce and oversee a schedule of hours for the Van Shuttle team
- d. Oversee proper availability of keys, count clicker, passenger log sheet and trip schedule sheet
- e. Identify, along with other Shuttle Van team members, needs or problems relating to the shuttle van trips
- f. Coordinate, in conjunction with the Director and with student programmers, trips for recreational purposes
- g. Serve as a member of the Campus Life Student Supervisor team
- h. Perform other job-related duties as assigned

2b Description: the following are *possible additional* duties for this position:

- a. Drive the van shuttle when regular driver is absent
- b. Conduct additional training for drivers as needed
- c. See that the workplace and environs are clean

3 Learning Opportunities:

- a. Labor meetings/training
- b. Cross-training with other department teams
- c. Interaction with the various people who use the van shuttle
- d. Voluntarily participating in activities sponsored by this department

4 Basic Qualifications

- a. General: Defensive Driving
- b. Skill: Organizational
- c. Physical: Ability to drive
- d. Academic: Strong standing

5 Desirable Qualifications:

- a. Strong communication skills
- b. Sensitivity to total student population
- c. Leadership abilities
- d. Initiative
- e. Ability to supervise peers

6 Narrative Summary:

A Van Shuttle Coordinator should have an awareness of the Alumni Building and the Campus Life Department functions, policies and procedures.

