

# TRANSPORTATION & TRIPS COORDINATOR

SEASONAL: JUNE - AUGUST



## POSITION:

The Transportation and Trips Coordinator collaborates closely with camp administration, the program team, operations team, office staff, and the entire camp community. This pivotal role involves coordinating all off-site trips, ranging from all-camp trip days to daily excursions like visits to ice cream shops or other camps for sporting events. The coordinator interfaces with vendors before departure, ensuring the seamless execution of trips. Additionally, they work closely with partner bus companies and on-site drivers, overseeing all vehicles used to transport campers and staff at Camp Wicosuta.

This position is ideally suited for individuals pursuing degrees in fields such as hospitality, business administration, logistics, supply chain management, engineering, education, psychology, or related areas. It serves as a perfect opportunity for both college students and professionals in these related fields.

## RESPONSIBILITIES:

- **Pre-Camp Preparations & Scheduling**
  - Execute planning and preparation for the camp season before staff and campers arrive, coordinating with directors, the program team, and the operations team.
  - Organize schedules for the operations department and non-bunk staff.
- **Trip Planning**
  - Set up and organize schedules for trips/transport, managing the off-site calendar.
  - Complete itineraries and reservations for all trips.
  - Confirm and finalize all itineraries started by Wicosuta staff.
  - Ensure trip leaders have all necessary information and supplies for trips.
  - Manage vendor relationships and ensure trip confirmations with accurate information.
- **Interdepartmental Communication and Collaboration:**
  - Communicate and collaborate with camp staff and campers.
  - Execute communication of all off-site trips and manage camper sign-ups.
  - Collaborate with various departments to ensure everyone is informed of off-site trips.
  - Work with Head Counselors, Activity Heads, Health Center, and Food Service to clarify responsibilities for off-site trips.
  - Generate precise rosters of campers and staff for all trips.
  - Ensure corresponding staff members possess the necessary paperwork and follow proper check-out/check-in procedures for each trip.
- **Vehicle Oversight:**
  - Assist the Ops team with coordination, delivery, and pick-up of vehicles during pre and post-season.
  - Ensure all facilities and equipment, including vehicles used for off-site trips, are in working order.
  - Oversee (or manage the person overseeing) Check-In and Check-Out of rental vehicles when off-property for any purpose.



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## QUALIFICATIONS

This position demands high flexibility, a strong work ethic, warmth, initiative, and problem-solving skills.

- Currently pursuing an undergraduate degree or equivalent professional experience.
- Drivers license with clean driving record
- Ability to work collaboratively within a team.
- Desire and ability to work in an outdoor setting surrounded by children.
- Strong organizational and communication skills.
- Ability to adapt to a dynamic and fast-paced camp setting.

## ABOUT WICOSUTA

Camp Wicosuta is a traditional sleepaway camp for girls located in Hebron, New Hampshire. We run two distinct sessions each serving 300 campers and 170 staff. Our 3 Cs philosophy is centered on confidence, competence, and community. We offer a diverse range of activities including athletics, aquatics, creative arts, performing arts, and environmental education.

## SCHEDULE & SALARY:

This is a temporary, seasonal position on-site in Hebron, New Hampshire from mid-June to mid-August. Start dates depend on the specific program area and is based on our seasonal training schedule. The salary is competitive and includes housing, meals, and additional staff benefits. For more info, click [here](#).

## APPLICATION

Please complete an online application, and a member of our team will reach out to you shortly!

[www.campwicosuta.com/staff/positions](http://www.campwicosuta.com/staff/positions)

[APPLY NOW](#)



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