



Summer Bus/Transportation Coordinator

- Reports to:** Administrator for Daily Operations
- Location:** Summer at St. John's - Camp Chris, Eagles Sports Camps, Exploration Camps
- Schedule:** Monday-Friday, 8:15am - 4:15pm
Multiple 40-minute sessions per day, grouped by grade levels.
- Training Dates:** June 8 - June 15, 2026
- Season Dates** June 16 - August 19, 2026
- Salary Range:** \$20 - \$22 Per Hour

Position Overview

The Bus/Transportation Coordinator plays a key role in ensuring safe, smooth, and efficient camper transportation each day. This position oversees all aspects of camp transportation logistics, including overseeing daily routes, managing communication with bus drivers and families, ensuring on-time arrivals and departures, and providing on-site supervision at pick-up and drop-off locations. The ideal candidate will have strong organizational skills, a proactive mindset, and a commitment to camper safety and family service.

Transportation Operations Management

- Coordinate daily arrival and dismissal operations for all bus routes and transportation methods, ensuring schedules are followed accurately and safely.
- Maintain a master transportation plan, including camper rosters by stop, route assignments, emergency contact information, and medical alerts.
- Liaise with transportation vendors and drivers to ensure clear communication of route changes, behavioral expectations, and emergency protocols.
- Supervise on-site logistics at arrival/dismissal areas to ensure smooth transitions and efficient movement of buses and campers.

Camper Safety and Supervision

- Monitor behavior and camper safety on and around buses, responding to and documenting any incidents, injuries, or concerns.
- Ensure that each camper is accounted for during transitions - both during AM check-ins and PM departures.

- Assist campers with loading/unloading, seating assignments, and routines that promote safety and structure on the bus.
- Conduct safety checks and drills as needed, including bus evacuations and emergency response procedures.

Family and Staff Communication

- Serve as the primary point of contact for all transportation-related questions from families.
- Communicate promptly and professionally with families regarding late buses, stop changes, behavioral issues, or other updates.
- Coordinate with counselors, division leads, and camp leadership to ensure staff are aware of any special camper needs during transport.

Administrative & Logistical Support

- Maintain up-to-date transportation rosters and records in coordination with the registration team.
- Track daily attendance for AM/PM bus riders and report any inconsistencies.
- Support training of camp staff in transportation safety protocols, rider expectations, and emergency procedures.
- Provide updates and feedback to camp administration on vendor performance and transportation effectiveness.

Education and Experience

- High school diploma or equivalent; enrollment in or completion of post-secondary education preferred.
- Previous experience in an office environment or customer service role is desirable.
- Strong organizational skills and attention to detail, with the ability to multitask and prioritize tasks effectively.
- Excellent communication and interpersonal skills, with a friendly and professional demeanor.
- Proficiency in Google Workspace and willingness to learn camp-specific software systems.
- Ability to work independently with minimal supervision and as part of a collaborative team.
- Passion for working with children and families in a camp or recreational setting.

Physical Requirements:

- Standing/sitting for long periods of time.
- Bending, lifting, pushing, kneeling, crouching, crawling, stooping.
- Must be able to lift up to 50 pounds.
- Must be able to reach at and above shoulder height to access higher areas of equipment, etc.

- Must be capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to exchange information in person or on the telephone.
- Use of hands and fingers for manipulation, and using computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

Summer at St. John's is committed to building a diverse and inclusive community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in work with all those who engage with Summer at St. John's.

About Summer at St. John's

We create safe, inclusive, and choice-driven programs that grow with your child. Our developmentally appropriate camps are shaped by our community values, leaving a lasting impression upon all campers and staff for years to come. Summer at St. John's community values are at the core of every decision we make. We encourage:

- Kindness: Promoting stronger, more harmonious relationships and communities.
- Community: Building strong bonds and a sense of belonging among campers and staff.
- Honesty: Fostering trust and cooperation, contributing to personal and societal well-being.
- Respect: Teaching respect for oneself, others, and the environment.

About St. John's Prep

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do and stand for good in the world. We enroll approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

Interested candidates are asked to apply via Questions can be directed to Jackson Tingle at summer@stjohnsprep.org.

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