

AN OPPORTUNITY TO JOIN A GREAT TEAM!

JOB TITLE	TRANSPORTATION ASSISTANT
DEPARTMENT	STUDENT AFFAIRS
REPORTS TO	SENIOR DIRECTOR OF STUDENT AFFAIRS

ABOUT USDAN

Usdan has been recognized as a Top Nonprofit Workplace in 2021, 2022, and 2023! Usdan opens a world for children to joyfully express their creativity and develop their artistic skills. Each summer, teachers and artists – actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists – come together to teach and collaborate with our campers, ages 5 to 18. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY. Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, develop personal independence, and have fun, alongside their art making.

POSITION SUMMARY

The Transportation Assistant plays a vital role in ensuring the safety of Usdan Students when arriving and departing campus. Their duties also include coordinating parent pick up and drop off. Additionally, they may assist in resolving any transportation related issues or emergencies.

- Making and receiving phone calls on behalf of the Transportation Manager
- Greeting and loading buses in the mornings and afternoons
- Interacting with student attendance monitors
- Interacting with bus company staff
- Other administrative work such as making photocopies, organizing, and entering electronic data, liaising with Usdan staff.
- Other duties as assigned.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Maintenance staff will be expected to follow any other instructions, and perform any other related duties, as assigned by their supervisor.



JOB REQUIREMENTS

QUALIFICATIONS

- Must be at least 18 years old.
- Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.
- CPR training is not required but a plus
- Have reliable transportation to Usdan's campus. Requests for accommodations are subject to approval by senior management.

2024 SUMMER SEASON DATES AND TIMES

- Monday - Friday, July 1 - August 23, 2024, varying shifts 7AM - 5PM, closed July 4.
- Pre-season commitments include:
 - o Preseason campus prep: May
 - o Staff Orientation: Saturday, June 1, 9:30AM - 4:30PM
 - o Family Orientation: Tuesday, June 18 (a 2.5 hour event to host families in the studios on campus).

COMPENSATION AND BENEFITS

- \$16 per hour, at least 25 hours per week in season
- Complimentary use of studio space for their own artistic purposes, pre- and post-season, pending availability; semi-weekly use of swimming pool after camp hours; and occasional use of other facilities (e.g. tennis courts).
- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.
- Transportation:
 - Additional opportunities to serve as a bus monitor, which consists of riding the bus to and from camp and supervising students. Faculty and staff will receive a stipend (\$400-\$700)

PHYSICAL DEMANDS

Usdan is a 140-acre campus with facilities spread throughout - distances vary and are along uneven surfaces, up and down hills. Some facilities are elevated and require one to two stairs to enter. Although this position mostly consists of office work, there will be many opportunities for this position to traverse the campus, especially during the summer season. Some staff walk an average of two miles per day. Other physical demands include the ability to work in a hot, humid environment; the ability to speak clearly and understand the speech of another person; and the ability to prioritize sounds and focus on one sound among many.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical functions of this position.

TO APPLY

- Please apply through our online application: <https://www.usdan.org/employment>
- PDF files are preferred attachments. No phone calls please.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.