

General Bible Quiz Transportation Coordinator Job Description

Job Title: Transportation Coordinator

Reports To: QAC Executive Committee

Prepared By: Rob Council

Prepared Date: 06/09/2007 Revised 07/15/2009

SUMMARY This job entails keeping track and arranging any and all transportation issues prior to the event start, after the event is over, and during the event to the mission sites and to the evening events.

SUGGESTIONS

1. This person should arrive on campus with the rest of the set-up crew at least 2 days prior to the event and should be the last one to leave, barring any extra-curricular events of an individual team. This way, all final needs are taken care of in regards to transportation.
2. Pre-arranged help of 6-8 people for airport runs and use available adults as bus captains to events off campus. Total used people: approximately 10-12. I would recommend at least this number available to be used when called upon, but would need at least the 5-7 helpers to be used whenever as part of the transportation staff.
3. A call emergency number will be made available to all adults traveling to the event with someone always having access to the phone assigned to that number.
4. There should always be an on-call person to take care of any transportation issues or changes that would occur. There should be an assistant to the coordinator. A husband and wife team would be an option.
5. A copy of the transportation grid should not be available to anyone who asks. If there are questions, they should be directed to the coordinator. The transportation crew should all be fairly familiar with the grid so that they know their jobs and any deviations.
6. All transportation issues should run through this coordinator. If there are any questions or needs this person would then discuss each with the event director/assistant and the appropriate measure to take. Once plans have been set as to how people are to be transported, that schedule should be followed and no deviation should be taken from it except in an emergency. If someone wants to go back and try and get an earlier flight, one that is not a part of their original itinerary, they would need to do so at their own expense and possibly provide their own transportation at that point. The final schedule will be followed with few exceptions.
7. The coordinator should be onsite before the event and not responsible for a specific participant group.
8. It is vitally necessary that any and all cell phones be completely usable at all times, always use a battery charger, etc.
9. The coordinator and assistant must be completely familiar with the quickest ways to get to and from the airport in case of missing people or delayed flights.
10. The coordinator must be ready for changes at any time, and be prepared to resolve problems as they occur.
11. A meeting must occur in the evening two days prior to the conclusion of the event in order to ensure that everyone understands the departure times for all leaving by airplane and who requires a shuttle to the airport. A single adult representative may attend for a large group.

TIME COMMITMENT

- Pre-Event** Total time commitment is approximately 3 hours per week until about 6 weeks prior to the event. Then there could be daily changes. However, through email and spreadsheet itineraries most of the work can be kept up with daily in about 15-20 minutes, depending on the changes in flight details, etc.
- Event** Upon arrival at the event, 2 full days prior to the start of the event, the time commitment may be 24 hours (split between the coordinator and the assistant) per day. On event nights, when off campus activities require shuttles, ensure that all participants make it to their destination and return to the campus safely.

Post Event After the events, the time commitment is pretty much over as long as people get back to the airport on time.

Total commitment: Approximately 80 hours (20 prior, 55-58 event, 1-2 post)

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Pre-Tournament Duties

1. Create a transportation grid. The information most important to you is flight dates/times (both arrival and departure), name of airline, number of people in each flight group, special needs (seating, meals, medication, etc.), cell phone numbers, email addresses, home phone numbers if possible and alternate phone numbers in case of emergencies. The coordinator will need to know who is available to in the transportation group, what vehicles are available to use and when the vehicles are available. This information must be included in each registration or from the event director/assistant immediately following the final registration date.
2. Schedule drivers to shuttle participants to and from the airport and campus in an efficient and timely manner.
3. Make special arrangements for any guests, speakers or worship teams.

Tournament Duties

1. Assist with transportation needs during the competition as well as for events that requires the group to travel off campus, such as a ministry event or baseball game.

Post-Tournament Duties

1. Arrange transportation to the airport for the groups that are flying out. This includes all NYI staff, event workers, officials and special guests.

QUALIFICATIONS

- Must be able to work with others to effectively complete tasks assigned and be willing to accept responsibility given proper authority.
- Must be able to allocate time to work with the event director/assistant and executive committee prior to the event.
- Must have a great attitude and a can do philosophy.
- Must be willing to accept responsibility for independent work assignments that may include other members of the quiz staff, before, during and after the event.
- Must realize the importance of securing the best facilities and equipment possible.
- Must understand the need for staying on schedule and meeting milestones and deadlines.
- Should be able to recognize the strengths and weaknesses of others with whom they are working and use that knowledge to encourage and pray for those people.

LANGUAGE AND COMMUNICATION SKILLS

- Ability to read, analyze, and interpret documents.
- Ability to effectively present information in written and oral form and respond to questions from NYI staff, tournament director, executive committee, QAC and event staff.
- Must be prepared to interact daily with campus facility staff and participants.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to make quick adjustments to established schedules to solve unexpected problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.