FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Travel Coordinator
Employee Classification: Seasonal
Reports to: Leadership and Trips Director

Status: Exempt
Revision Date: 10/2026

POSITION SUMMARY:

The Travel Coordinator is responsible for coordinating travel logistics of the teen wilderness and the Leadership Training Programs, as well as shuttle transportation to and from camp for overnight campers. Other driving duties include drop off and pick-up of groups at trailheads, accompanying campers and staff to medical clinics and errands into town for program supplies. This position oversees pre-flight communication with parents/guardians and assists with airport pickup and drop off. The person in this role should feel comfortable learning to drive larger passenger vehicles and up and over mountain passes. A willingness to comply with YMCA driving rules and Colorado Department of Transportation regulatory requirements to be approved to operate YMCA vehicles is required..

OUR CULTURE:

We firmly believe in our mission of putting Christian principles into practice through programs, staff, and facilities in an environment that builds healthy spirit, mind, and body for all. The YMCA of the Rockies staff are key players in helping cultivate an environment of healthy living, youth development, and community impact on our breathtaking properties outside Rocky Mountain National Park. This is a place where nature inspires, and staff lead with heart. We are committed to being welcoming to ***all*** people and to making a difference in the lives of our members, guests, and staff. The work each staff member does matters. We count on our staff to provide extraordinary mission-based experiences for our guests and for each other.

ESSENTIAL FUNCTIONS FOR ALL CAMP CHIEF OURAY STAFF:

- Create a safe space for all campers, families, and staff. Promote safe work practices to allow for development and growth for all.
- Possess the mental, social, and emotional skills necessary to build rapport and positive relationships, putting camper needs first
- Respond to camper and customer requests for service, troubleshoot problems and develop solutions in a patient and respectful manner.
- Contribute to a cooperative and positive camp community, be a team player
- Be responsible for the upkeep of the camp facility and cleanliness of camp. Report any repairs in a timely manner.
- Assist other departments as needed

ESSENTIAL FUNCTIONS:

- Training
    - Participate in staff training prior to working with campers
    - Train seasonal staff on the typical upkeep of vehicles and how to record damage

  - Complete and pass with satisfactory scores, YMCA of the Rockies driver training (written and practical driving assessments)
  - Train seasonal staff on weekend transportation responsibilities
- Program
  - Drive CCO staff and overnight campers to and from the Denver International Airport on Saturdays and Sundays for arrivals and departures
  - Drive CCO staff and overnight campers to and from trailheads for the departure and pick up of teen wilderness and Leadership Training Programs
  - Verify flight details over the phone and/or via email with parents/guardians prior to camper's arrival and departure
  - Maintain weekly inspection, vehicle log, and cleaning of vehicles being used by CCO with assistance from other specialists as needed
  - Provide transportation to medical clinics, shopping/purchasing and other local errands as needed
  - Collaborate with all seasonal Leadeship roles to ensure excellence in camper and staff experiences and program delivery
- Meetings
  - Meet as needed with Outdoor Gear and Food Specialist to confirm schedules for trips
  - Meet as needed with the Assistant Leadership and Trips Director or Leadership and Trips Director to evaluate travel needs, address questions and concerns
  - Meet with Leadership and Trips Director for your pre-season goals, mid-season and end of season feedback
- Reports/Evaluations
  - Maintain weekly vehicle logs for CCO vehicles and rental vehicles
  - Report any vehicle damage to Leadership and Trips Director as soon as possible
  - Maintain accurate records and receipts of all purchases made while performing job duties
  - Write an end of season report of the program, facilities, equipment and recommendations for the future
- All other duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Minimum of 21 years of age
- Willingness to comply with YMCA and Colorado Department of Transportation rules to be approved to operate YMCA vehicles, including 15-passenger mini-buses.
  - Must conduct all vehicle operations within the Department of Transportation Regulatory Requirements that apply to the position's specific driving duties.
  - Must have a valid US Driver's license or, if required, a Commercial Driver's License.
  - Must have a satisfactory driving safety record (Verified by MVR Review)
  - Must have the ability to obtain a Department of Transportation Medical Card (Complete Department of Transportation Physical) in order to perform driving duties.

  - Drivers must pass a pre-employment drug test.
  - Drivers must complete a YMCA driver training program.
- Experience working with youth in a summer camp setting is encouraged but not required
- Comfortable with and/or willingness to learn Google Docs and spreadsheets
- Ability to work independently, prioritize tasks and efficiently manage time
- Must have current certification in CPR/First Aid or be willing to obtain certification

GENERAL YMCA OF THE ROCKIES REQUIREMENTS

- Uphold and reflect the YMCA core values of Caring, Honesty, Respect, Responsibility, and Faith in all functions
- Uphold the YMCA of the Rockies Mission, policies, and programs.
- Possess and demonstrate excellent customer service skills; for example, friendly, personable, helpful, patient, and professional.
- Support the YMCA of the Rockies safety program. Promote safe work practices and a safe environment for guests, members, and staff.
- Promote a cooperative, positive, and flexible atmosphere while working with others in a diverse community.
- Attend required abuse risk management training and report suspicious or inappropriate behaviors and policy violations.
- Commitment to diversity, equity, inclusion, and antiracism is required.
- Must meet acceptable criminal background check standards.
- All other duties as assigned.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

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.

- Be able to work inside and outside in all weather conditions
- Be able to hike on rugged terrain
- Must be able to lift 25 pounds, climb/work on ladders and in tight spaces.

ENVIRONMENTAL SUSTAINABILITY COLLABORATION:

Support organizational environmental sustainability goals through regular and effective collaboration and communication with sustainability leadership.

ADDITIONAL INFORMATION:

YMCA of the Rockies is a **Praesidium-accredited** organization. Our hiring process reflects the values and standards of Praesidium and other accredited organizations. For more information about Praesidium accreditation, please visit https://www.praesidiuminc.com/

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Note: Employees are held accountable for all duties of this job.
This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

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