

Employer: Church Universal and Triumphant  
Pillar: Attract New Seekers - Marketing  
Team: Member and Guest Services

**JOB TITLE: Transportation Coordinator**

**Reports to: Marketing Assistant Director**

**Job Status: Seasonal, hourly and Non-exempt**

**Benefits:** Working for the Ascended Masters at the Inner Retreat.

**Legal Holidays Observed:** New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Day.

## **SUMMARY**

Responsible for coordinating, ordering and scheduling transportation activities for the July Conference and three retreats (Easter (March or April), Harvest (October) and New Year (December-January)). The Transportation Coordinator will have a good understanding of the Teachings of the Ascended Masters and will be aligned to the current goals of our Organization.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Preparing for the July Events (Freedom Conference, Summit University, Teen Retreat and SU KLF Retreat):**

- To update transportation information for the July Conference brochure.
- To verify Van rental cost at AAA Auto Rental in Billings, MT so ordering Vans will be all set up for May.
- To secure two rooms from VIA for Drivers at HQ.
- To recruit shuttle drivers for Airport for the upcoming Conferences.

**4 Weeks before the Freedom Conference and the other events:**

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- To set up transportation voice mail messages in coordination with the Marketing Assistant Director.
- To finalize ordering the Vans and any other transportation vehicles as determined, under the supervision of the Assistant Marketing Director.
- To prepare the current Daily Runs Sheet.
- To get the information from the IMIS data sheet about member's lodging information so it can be added to the Daily Run Sheet.
- To create a budget tracking spreadsheet to account for shuttle fees.
- To recruit shuttle drivers for the airport and other events as requested.

### **During the Freedom Conference and other events:**

- To pick up Vans and other rented vehicles.
- To schedule member's pick up from the Airport or bus station per information provided by IMIS data.
- To set up and man the transportation table in the registration room of the Office Building as well as periodic presence in KAC as determined.
- To facilitate the preparation of departure tickets for volunteers and members who have worked at HQ assisting with summer events.
- To create the drivers' arrival and departure pickup slips for each run.
- To arrange wake up calls at 2:00 am and 6:00 am to the drivers so they will be on time to pick up members during those times. This is an important redundancy to ensure all goes well in the middle of the night when most airport runs are scheduled.

### **After the Freedom Conference and the other events:**

- Responsible for returning the rented vehicles.
- To settle the float's income monies and deliver to the Accounting Department periodically as determined.

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- To be responsible for submitting the final balance sheet and report of income and expenses to Accounting.
- To review members' surveys and help supervisors strategize improvements and shortcomings of current systems. This is done after every event.

### **Duties for the Easter, Harvest and New Year Conferences:**

These Conferences do not have the same number of participants as the Freedom Conference and other Summer events. Duties include but are not limited to the following:

- To update the retreat flyer information as requested.
- To update transportation voice mail message on all appropriate phones.
- Rent required vehicles 45 days before the Conference starts.
- Pick up the rented vehicles 2 to 3 days before the Conference starts.
- Be able to coordinate all pick up as needed, there may be other pickups in between Conference.
- To return the rented vehicles after these events.
- To oversee finalizing all reports for income and expenses to the Accounting Department.

### **QUALIFICATIONS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Work Experience**

Working knowledge in Excel and Word, be an approved Church driver with years of experience, responsible, have a friendly personality, a self-motivated and self-directed individual, easy going and able make people feel welcome to the Conference. The Transportation Coordinator will

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avoid adding any burdens to travelers and guests and have a mature heart while be attentive to guest's needs. Training will be provided.

### **Knowledge, Skills, and Competencies**

Strong interpersonal and communication skills

Excellent coordinating skills

Ability to learn new skills quickly, as needed

Experienced with the use of a personal computer, file management, use of e-mail communications, and basic business software programs such as Microsoft Office.

Excellent driving record