



Boys and Girls Clubs of Metro South
Job Description

TITLE: Transportation Coordinator
JOB FAMILY: Operations
FLSA STATUS: Non-Exempt
REVISED: May 2026

POSITION SUMMARY:

The Transportation Coordinator is a dynamic, organized, and knowledgeable individual responsible for the coordinate of Club-wide transportation services for the organization. The Transportation Coordinator will oversee both contracted and Club-owned vehicles, recruitment and retention of Club drivers, route development and coordination, as well as provide limited assistance with the maintenance, care, compliance of Club vehicles. The ability to work collaboratively and effectively with drivers and monitors, as well as Club leadership staff, is essential.

ESSENTIAL FUNCTIONS:

- Manage transportation contracts with private vendors; coordinate the scheduling and routing of Club buses and vans
- Recruit and train bus drivers, 7D drivers, and bus monitors; review applications and schedule training of qualified candidates; reviews bus routes and recommend changes
- Assign Club drivers to routes best suited to the overall transportation needs; establish Club transportation guidelines—specific protocol for driving, loading and unloading students, and care of the fleet
- Instruct drivers and monitors in safety procedures and special guidelines for unique students
- Oversee care and maintenance of Club vehicles; including but not limited to state inspections, internal monthly inspections, cleanliness both inside and out of the vehicle, mechanical and body condition, and vandalism
- Complete reports and keep records as required by state and local authorities and to satisfy need for accuracy
- Conduct daily review of drivers' performance and punctuality; provide oversight and supervision of all transportation employees; promptly and fairly investigate and handle complaints by Club leadership or families
- Works closely with the VP of Operations for vehicle purchase, worthiness for Club transport, and to ensure that all mechanical deficiencies noted by drivers are corrected
- Work with Clubhouse leadership to schedule drivers for field trips
- Perform routine driving routes
- Performs related duties and responsibilities as requested by Senior Leadership.

QUALIFICATIONS:

- Bachelor's Degree is preferred but not necessary
- Minimum of 2-3 years of relevant fleet management experience
- Business skills to manage a fleet of buses and coordinate with private carriers, according to contract arrangements
- Commonwealth of Massachusetts Class D & 7D license required, CDL preferred with (Passenger) and (School Bus) endorsement
- Technological proficiency, including a command of the Microsoft Office Suite, and familiarity with using a database to track and extract information.
- Exemplary communication skills (written and verbal) are needed, including the ability to present in front of large groups, interact with and motivate stakeholders, represent the organization at community events and meetings, and write professionally in emails, etc.
- Ability to relate effectively to diverse groups of people (staff, families, youth, etc.) and a track record of building and sustaining meaningful relationships with individuals and teams from all socioeconomic backgrounds.
- Commitment to professionalism including high expectations and standards of quality, a strong work ethic and personal code of ethics, accountability, and dependability.
- Self-motivated and goal-oriented with the ability to set effective objectives for teams and individuals and take ownership for results.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Willing to provide leadership daily in a normal eight-hour day and occasional night and weekend hours. This position does not provide for remote work options.
- Certifications: As outlined in BGCMS Training Academy upon hire or within allocated training timelines.
- This position requires a valid driver's license and will require frequent local travel.

BOYS & GIRLS CLUB CORE COMPETENCIES:

Engaging Community: Builds bridges beyond our walls to ensure our Clubs' work is community-focused, welcoming of all, and providing wide-reaching community benefits.

Inclusion: Values all people (members, families, staff, volunteers, donors, partners, etc.) for their unique talents, and takes an active role in promoting practices that support diversity, equity, inclusion, and global work, as well as cultural competence.

Communication & Influence: Listens to understand and expresses self effectively (in written and verbal communications) in ways which engage, inspire, inform, and build commitment to our mission.

Program/Project Management: Ensures program/project budgetary and impact goals are achieved.

Innovation: Creates and implements new and relevant approaches and activities that improve and expand the Clubs' work and impact in the community and on members.

Developing Self & Others: Develops self (skills and actions) and supports others (e.g., staff, volunteers, members), both formally and informally, to achieve their highest potential.

Teamwork & Cooperation: Demonstrates ability to work productively and cooperatively with others at all levels to achieve individual and collective goals for impact.
Understands and manages external emotions effectively in all situations.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands of this position are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.

WAIVER:

I have reviewed the above job description and understand my responsibilities as described:

Print Name: _____ **Date:** _____

Signature: _____ **Date:** _____

The Boys & Girls Clubs of Metro South reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment.

Understood and Agreed To:

Signature: _____ **Date:** _____