



**Boys Hope Girls Hope**

*Inspire. Empower. Nurture. Succeed.  
of Northeastern Ohio*

## **Position Overview**

### ***Transportation and Attendance Coordinator***

*The Transportation and Attendance Coordinator at Boys Hope Girls Hope is a part-time position designed to support the mission and values of Boys Hope Girls Hope (BHGH) through support of all “operational related” communications with Scholars and their families specifically related to transportation and attendance. The BHGH Academy program runs Monday through Thursday in which grades 6-12<sup>th</sup> come to participate in programming once a week based on grade level. Scholars are picked up at different locations throughout Cleveland and Akron with the majority being driven by BHGH staff in our vehicles which drive approximately 9,000 miles/month and 55 drives per week. The Transportation and Attendance Coordinator coordinates all communication with our families surrounding attendance and participation and ensure our transportation staff are well informed.*

**We have an immediate opening for a part-time Transportation and Attendance Coordinator to work 20-30 hours each week at our campus in Garfield Heights.** Shifts are 6-8 hours and are scheduled between 1pm-7pm, Monday-Thursday.

#### **Duties Include**

- Maintain communication with program participants and their families on a daily basis in regards to transportation logistics and attendance and document all communication.
- Track attendance for programming and conduct follow up with families based on attendance standards and guidelines provided.
- Maintain communication with operations/program staff to ensure that all staff are well informed on daily routes and relevant adjustments.
- Proactively confirm and adjust daily driving routes and document accordingly.
- Assist the Director of Agency Operations in creating transportation schedules.
- Maintains and inputs data regarding transportation reporting.
- Other duties as assigned which may include purchasing and inventory support, food program coordination and transportation support.

#### **Critical Criteria**

Qualified applicants should have at least 1 year of experience in logistics, be 21 years of age, Associate’s Degree or equivalent preferred, have high attention to detail, a friendly disposition, exceptional customer service and communication skills and be solution oriented. They will be reliable and punctual and be proficient at Excel.

**Interested applicants should send cover letter and resume to Nicole Koenig at [nkoenig@bhgh.org](mailto:nkoenig@bhgh.org)**



The mission of Boys Hope Girls Hope is to help academically capable and motivated children-in-need to meet their full potential and become men and women for others by providing value-centered, family-like homes, opportunities and education from middle school through college.

Boys Hope Girls Hope of Northeastern Ohio was formally incorporated in 1986. Since the opening of our doors over twenty-five years ago, Boys Hope Girls Hope has expanded from a single home in Cuyahoga Falls with the capacity to serve five boys to a unified campus in Garfield Heights with three residential homes, a robust out-of-school time program and a Collegian Support & Scholarship program that collectively serves more than 160 Scholars over a continuum of service that averages 10 years of engagement with each child. *In 2017-2018, Boys Hope Girls Hope will provide transformational opportunities to 34 Collegians, 18 Residential Scholars, and 124 Community Based Scholars.*