



# The Mill Race Folk Society



P.O. Box 22148, Galt Centre Postal Outlet, Cambridge, Ontario N1R 8E3 Phone: 621-7135  
mill\_race@yahoo.com www.millracefolksociety.com

## Shuttle Van Coordinator/Driver

<b>Reports to:</b> Mill Race Chairman/Artistic Director	<b>Prepared by:</b>
<b>Department:</b> Transportation	<b>Approved by:</b> Brad McEwen

### Position Overview:

Responsible for the transportation of performers and their equipment during the Mill Race Festival of Traditional Folk Music.

### Essential Job Functions (Duties & Responsibilities):

- Prior to the festival make arrangements for vehicle rental from local automotive dealers.
- Obtain a list of volunteer drivers from the volunteer coordinator.
- Ensure all volunteer drivers are licensed for the class of vehicle they are to drive.
- Obtain a copy of each drivers Ontario Driver's License.
- Develop, distribute and ensure compliance to the driver's schedule.
- Maintain frequent contact with each driver, by radio, to ensure performers and festival needs are being met.

### Skills:

- Basic MS Word Applications (Word, Excel, PDF)
- Good Internet and email skills
- Excellent verbal communication (both email and phone with possible in-person)
- Be able to use Walkie Talkie to communicate with fellow coordinators and other volunteers

### Qualifications:

- Previous experience as a driver and/or customer service an asset.
- G Driver's license

### Personality:

Professional, outgoing, friendly, mature, credible, and comfortable in dealing with fellow festival coordinators, volunteers and various automobile dealers. Reliable, tolerant, timely and determined. Able to get along with others and be a team-player. Excellent communication via e-mail and phone is essential!

### Time Commitment:

- Monthly Meetings; 1st Wednesday of each month - 2-10 hours per month. Attendance at meetings throughout the year not necessary unless the Coordinator is also a Borad member. Attendance at June and July meetings are essential.



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- Mill Race Festival: Friday evening, Saturday and Sunday of Civic Holiday weekend