Caramoor
PO Box 816, Katonah, NY 10536 / 914.232.5035 / caramoor.org

SHUTTLE DRIVER

Department: Marketing
Supervisor: Event Operations Manager
Employment Type: Part-Time, Non-Exempt, Seasonal
Compensation: $20 per hour; 20-30 hours per week (Summer)

Job Duties & Responsibilities
SUMMER (JUNE – AUGUST)

- Operate Caramoor's MetroNorth Shuttle, picking up guests at the Katonah MetroNorth Station and bringing them to events at Caramoor, and the making return trips after events.
- Provide friendly, comfortable, and safe transportation.
- Assist with any on-board marketing or survey programs, as directed.
- Provide regular standard care and upkeep on rented shuttle bus/van (cleaning, gas, etc.) – Caramoor will cover these expenses, as directed.
- Assist guests with accessibility or mobility requirements needs as necessary.
- Assist with setup and breakdown of shuttle-related signage & equipment.
- Assist in responding to safety concerns and emergency situations, as necessary.

Additional Duties & Responsibilities (as needed):

- Parking
    - Assist in the setup and oversight of parking areas, at the direction of the Parking Supervisor.
    - Direct vehicles to appropriate parking areas.
    - Control traffic flow between vehicles and pedestrians.

Scheduling:
This position primarily works at events during Caramoor's summer season. Events are scheduled to take place from early/mid-June through mid-August on Thursday-Saturday evenings and Sunday afternoons. A full listing of events will be made available prior to hiring.

Required Skills and Qualifications
Experience: Ability to learn on the job a must. Experience in customer service and good interpersonal skills desired. Experience in working events a plus.
Customer Service and Communication Skills: Must have a friendly and professional attitude and work well with the public to navigate different personality types among stakeholders including, seasonal staff, visitors, VIP donors, artists, senior management team & Board of Trustees. Strong interpersonal, verbal and written communication skills.
Administrative Skills: Ability to maintain confidential information. Organized and detail oriented with a strong work ethic. Flexibility to adapt to changing priorities.
Values and Culture: Appreciation for creating an environment that supports all guests to be inspired by music.
Working Conditions: Ability to work in a busy environment and with the public, maneuver outdoors (in all weather conditions) on 80 acres of woodland trails, gravel pathways and spectacular gardens. Flexibility to work during weekends and evenings as needed for events. Ability to lift/move up to 40lbs. Ability to set up and breakdown for events. Valid driver's license is and motor vehicle background check are required.

About Caramoor:
Caramoor is a cultural landmark and non-profit 501(c)(3) organization dedicated to enriching the lives of its audiences through innovative and diverse musical performances of the highest quality, mentoring young professional musicians, and engaging children through interactive educational experiences that deepen their relationship to and understanding of music. It's also a pretty great place to work. For more information about Caramoor please visit www.caramoor.org.

Caramoor joins with those who seek to promote equality, eradicate injustice, and support inclusion. As in a choir, our world benefits from a multitude of voices coming together in harmony.

Caramoor is an Equal Opportunity Employer (EEO); this means that all aspects of employment, including but not limited to, recruiting, advertising, hiring, training, promotions, compensation, benefits, transfers, layoffs, return from layoffs, disciplinary action and discharge shall be conducted on the basis of qualification and ability without regard to actual or perceived race, religion, political affiliation, disability, sex (including sexual violence and sexual harassment), sexual orientation, gender identity, gender expression, pregnancy or any reproductive health decisions, genetic disposition, neurodiversity, color, age, weight, national origin, citizenship, familial status, marital status, domestic victim status, military and veteran status or any other basis protected by law.

We pledge to uphold equality in our hiring and employment practices, and to create an environment where everyone, from any background, can do their best work.