

Director of Transportation and Housing

Purpose:

The Director of Transportation and Housing is the primary liaison between HOBY and the vendors who are contracted to provide transportation during the WLC, such as airports, train stations, bus depots, rental cars, coach buses, subways, etc. and is also the primary liaison between HOBY and the vendors who are contracted to provide lodging during the WLC. This could include university residence halls for the ambassadors and staff as well hotels for special guests

Age Requirement: Candidate must be 21 years of age or older

Reports To: Director of Operations and Director of International Programs

Eligibility:

- Must be able to attend the WLC for the entire duration of the event, including pre-WLC set-up and post-WLC tear-down (approximately 2 weeks, housing and meals provided).
- Must have a clean background check (completed by HOBY).
- Must be able to participate in monthly conference calls and commit 1-2 hours per week starting in March.
- Professional experience with transportation and/or event management a plus.
- Should be familiar with and have access to Microsoft Office Suite of products (Word, Excel and Powerpoint).

Responsibilities:

(Before the WLC)

- Learn and understand the dynamics of HOBY's programs at the state and national level.
- Become thoroughly familiar with HOBY's risk management policy and follow its guidelines.
- Work with Director of Operations and Director of Programs to determine all transportation and housing needs.
- Secure quotes from all anticipated transportation vendors such as subway authority, coach bus company, rental car company, residence halls, and hotels etc.
- Work with Director of International programs to negotiate contracts and deliver to Director of International Programs for final approval and signing.
- Produce an in-kind gift wish list based on transportation needs.
- Work with respective authorities at all surrounding airports to secure a special HOBY arrival/departure information booth.
- Secure parking permits at all venues that will be used during the WLC.
- Coordinate all aspects of HOBY's "concierge service" to meet and greet Ambassadors at airports, bus and train stations upon arrival/departure.
- Work with Director of Operations to produce an arrival list for all staff and Ambassadors 21 days prior to WLC.
- Produce advance navigational maps for all activities that will be held during the WLC – these will include driving, walking and subway.
- Work with Director of Operations to produce a rooming list for all staff and Ambassadors 21 days prior to WLC
- Oversee storage of materials sent to WLC.
- Produce advance navigational maps for all activities that will be held during the WLC.
- Develop room check-in / out plans for Ambassadors / Staff.

(During the WLC)

- Coordinate pick-up and return of all rental vehicles.
- Brief staff and enforce personal responsibility for all parking or moving violations received while operating rental vehicles used during WLC.
- Provide information to Director of Operations for daily staff meetings to brief staff on transportation plans.
- Oversee HOBY's "concierge service" as Ambassadors arrive/depart.
- Ensure accountability for rental vehicles, transportation passes, etc.
- Oversee timely pick-up and delivery of all meals, snacks and beverages.
- Manage staff of 1-3 WLC drivers over the course of the WLC.
- Assist with Staff / Ambassador registration and check-out process, including the distribution of personal keys and access cards.
- Perform inspection of all university housing prior to Ambassador arrival and work with university to resolve all issues.

- Implement and manage WLC housing issue reporting system.
- Work with university housing staff to resolve any housing issues which occur during WLC (light replacement, plumbing, pest control, etc.).
- Coordinate and secure housing for special guests.

(After the WLC)

- Coordinate return of all rental vehicles.
- Work with Director of Operations to take inventory, pack and ship all remaining equipment and materials to their respective destinations.
- Work with Director of Facilities and Director of Operations to “sweep” all facilities used while on campus, namely residence halls and operations room.
- Collect and inventory all university keys and access cards and reconcile with university.
- Work with Director of Operations to take inventory, pack and ship all remaining equipment and materials to their respective home.