

Position Description



Title: Summer Transportation Staff	Location: Bemidji, MN or Twin Cities, MN
Division: Language Villages	Supervisor title: Transportation Lead
Department: Transportation	Date: December 15, 2025
Number of months: up to 3	
General employment period: May – August	
General work schedule (days of the week) : Sunday – Saturday	
General shift hours: varying hours with some overnights	
Minimum salary: \$16.44 per hour	
FLSA status (determined by HR review): Hourly Non-Exempt	

The following are essential functions of this position and not intended to be all -inclusive. An employee may be directed to perform other reasonable job duties and responsibilities. The College reserves the right to revise or change the job duties and responsibilities as the need arises. The position description will be updated accordingly. This position description does not constitute a written or implied contract of employment.

Position summary

Under the direction of the transportation lead, you will provide customer service, supervise camp participants, and, when applicable, provide transportation using a Concordia Language Villages provided vehicle.

Position responsibilities

- Aid the transportation coordinator with logistical questions and planning
- Assist with keeping weekly transportation charter plan on schedule
- Help “villagers” (camper) with airport procedures
- Demonstrate care for villagers’ (camper) safety and well being

- Attend, complete and fulfill requirements of all mandatory staff training
- Maintain a positive public relations approach in all matters
- Promote and encourage a team atmosphere among all locations and roles within the RTT department and CLV in general

General Responsibilities and Essential Functions

The following responsibilities apply to all Concordia Language Villages Transportation positions and are considered essential in addition to the position-specific duties outlined above.

General Responsibilities

- Be familiar with and abide by specific policies set forth in the “Personnel Policies,” which are designated by Concordia Language Villages administration and individual Village deans.
- Read and become familiar with the responsibilities for your specific area of assignment.
- After receiving your Staff Handbook and other material, read all the information carefully and thoroughly before arriving at the Village.
- Report to orientation prior to your first shift.
- Model standards for behavior and be sensitive to the health and welfare of the villagers.

Essential Functions of All Positions

- Emotional resiliency and cognitive abilities to carry out job responsibilities specifically in the busy, noisy, communal environment that is the Village.
- Ability to establish and maintain appropriate professional relationships.
- Ability to exercise good judgment and manage your own needs in order to maintain a youth-centered program.
- Interpersonal skills to interact effectively with individuals and groups in respecting social and cultural diversity and to maintain appropriate boundaries.

Provision of essential functions helps assure compliance with the Americans with Disabilities Act (ADA).

Reporting relationships

Leadership: Transportation Lead

Leadership provided to: N/A

Specifications

Minimum Education/Experience:

- Minimum age of 18years.
- Valid driver’s license with clean driving record (only if hired to drive)
- A love for customer service
- Excellent communication and organizational skills

Preferred Qualifications:

- Experience with computers and Microsoft Office
- Knowledge of a language other than English
- Experience supervising youth ages 7-18
- Schedule flexibility
- Ability to work well in close-quartered team environment
- Supervisory experience strongly preferred for Coordinator role

Employment requirements:

- General Background Check

Essential staff position meaning, this position is determined to be essential to the operation of the college during times of emergency or when the College may be closed for various reasons. Hence, this position could be expected to remain on duty or, if not on duty, to report for duty when such emergencies or other closings occur. Is this an essential staff position?

Yes

Physical/Mental/Visual Requirements

Physical and environmental job requirements	Amount of time			
	Rarely	Less than 1/3 (Occasionally)	1/3 to 1/2 (Frequently)	More than 2/3 (Constantly)
Physical requirements				
Sitting – required to sit for extended periods of time without being able to leave the work area.			X	

Standing – required to remain on feet in an upright position for continuous periods of time without being able to leave the work area.			X	
Walking – required to walk considerable distances in the facility during the course of work.			X	
Lifting – required to raise or lower objects from one level to another regularly.				
Up to 10 lbs		X		
11-20 lbs		X		
21-30 lbs		X		
31-50 lbs		X		
51-75 lbs (team lift as appropriate)		X		
76-100 lbs (team lifting required)		X		
Carrying – required to carry objects in arms or on the shoulder.		X		
Pushing – required to exert force up to ___ lbs so that an object can be moved away.		X		
Pulling – required to exert force up to ___ lbs so that an object can be moved towards employee.		X		
Climbing – required to climb and work in overhead areas.	X			
Balancing – required to move between objects or work in overhead areas.	X			
Stooping – required to bend forward by bending at the waist.		X		
Kneeling – required to move or support self on knees.		X		

Crouching – required to bend the legs or spine.		X		
Crawling – required to work in confined space and move about on hands and knees.	X			
Reaching – required to use hands and arms to reach for or place objects.		X		
Feeling – required to discriminate between varying textures.	X			
Grasping – required to pick up objects with fingers.		X		
Repetitive Motion – required to perform same movement.	X			
Eye, Hand, Foot Coordination – required to coordinate the eyes, hands, feet with each other in response to visual stimuli.		X		
Motor Coordination Skills – required to coordinate eyes, hands and fingers rapidly and accurately and handle precise movements.		X		
Color Determination – required to identify colors through vision.		X		
Near Acuity – required close, clear vision with or without correction.			X	
Depth Perception – required to distinguish depth.		X		
Tasting – required to distinguish differences in quality of flavors using the tongue.	X			
Smelling – required to distinguish differences in quality or type of odors using the nose.	X			

Workplace Environmental Conditions				
Noise Conditions – exposed to sound levels sufficient enough to cause hearing loss or fatigue.		X		
Extreme Heat – exposed to high temperatures that result in significant body discomfort.		X		
Extreme Cold – exposed to low temperatures that result in significant body discomfort.		X		
Vibration – exposed to repetitive vibrations.		X		
Atmospheric Exposures – exposed to dusts, fumes, vapors or mists or low/poor air quality that could affect health.		X		
Other				

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position. Position description is open to changes at any time as determined appropriate by management.