

ELIOT INSTITUTE
GOLF CART COORDINATOR JOB DESCRIPTION

(Revised May 2025)

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS: Have a valid driver's license, be over 21, and be familiar with handling a golf cart.

GENERAL RESPONSIBILITIES:

- Coordinate golf cart transportation for those with mobility challenges between 6:45 am and 11:15 pm, for summer camps, and between 7:30 am and 11:15 pm for Winter camp.
- Facilitate and assure safe and best practices are being used by drivers and riders

TIMELINE

BEFORE CAMP

- _____ Review Golf Cart Coordinator job description
- _____ Submit a notice for the pre-camp newsletter asking for drivers and soliciting usage requests from campers who might require mobility assistance. Include where interested volunteer drivers can review the job description on the Eliot Website. (See www.eliotinstitute.org —> Volunteers —> Camp Jobs —> Golf Cart Volunteer)
- _____ Ask volunteer coordinator for the names of people who have offered to drive, and contact them.
- _____ Determine if volunteer drivers are appropriate for the job, i.e. licensed, appropriate age, have the availability at camp to provide this service, and other issues that would make them appropriate drivers. Contact previous year's Golf Cart Coordinator to check on driver's suitability. Ask the Registrar for a copy of the previous camp's Golf Cart Coordinator Report.
- _____ Work with the volunteer coordinator to plan a time to meet with volunteer drivers for training and scheduling.

ARRIVAL DAY

- _____ Arrive in time to locate and get familiar with the golf cart.
- _____ Attend the staff meeting.
- _____ Get dedicated cell phone and charger from Registrar and thoroughly familiarize yourself with its operation, to be able to train volunteers well, especially volunteers not used to the phone's particular operating system (usually Android). Test the functionality on campus for texting, What's App, calling, and the volume of the ring.
- _____ Make sure the last driver each day knows to recharge the golf cart cell phone.

- _____ Assist other staff with moving items from the storage closet to different areas on campus.
- _____ Determine system for knowing where the cart is, where the key is and who needs it when.

DURING CAMP

- _____ Organize transportation requests
- _____ Meet with volunteer drivers as needed regarding scheduling, handing off dedicated cell phone and charger, coordinating requests for transportation, and discussing issues. Make sure they know the cart is never to be driven off the grounds.
- _____ Communicate cart availability at camp via daily newsletter blurb and dedicated cell phone number to call.
- _____ Ensure charging of Golf Cart is occurring regularly. For Winter camp, carry the charger and cable if necessary so you can ensure the Cart stays charged.
- _____ Recharge dedicated cell phone daily.
- _____ Enforce safety practices as needed. Cart is never to be driven off the grounds or by unapproved drivers.

LAST TWO DAYS OF CAMP

- _____ Haul boxes and crates from different areas on campus to the Colman storage closet.

LAST DAY

- _____ Remove any decorations from the cart, if it was decorated for an event.
- _____ Ensure that the golf cart is returned to its original storage location.
- _____ Return the key to the Seabeck office.
- _____ Return dedicated cell phone and charger to Registrar.

AFTER CAMP

- _____ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.
- _____ Communicate any new information or concerns about the golf cart and usage.

HELPFUL HINTS

Volunteer Drivers. Email content to volunteer drivers in advance on how to drive a golf cart. Consider sending an instructional video from the internet.

Print out your (ideally) filled out driver's schedule so that you can have it in several places: post at the Pavilion and also where the other volunteer sign up sheets are posted. This will help drivers (and riders) know who the next driver is.

Charging. The cart needs to be charged nightly. It should be charged in a central location (at or near the Inn). When not in demand on site, the cart should be plugged in to refresh the charge. Care needs to be taken to make sure the charger is plugged into the cart and the wall, and that children do not play on the cart when it is charging or idle. In addition to the Pavilion, where the cart is charged during summer camp, for Winter camp, drivers can carry the charger and cable and also charge at the back of the Meeting House, the back of Pines and Colman.

Driver Shifts. This is up to the discretion of the coordinator. The following shift schedule provides good coordination and reduces volunteer burnout:

- 6:45 a.m. to 9 a.m. (later start if no polar bear swim needs. Winter camp can start at 7:30.)
- 9 a.m. to Noon.
- Noon to 3:00 p.m.
- 3:00 p.m. to 6:00 p.m.
- 6:00 p.m. to 9:00 p.m.
- 9:00 p.m. to 11:15 p.m.

Key Location. If there is a single key available, the Coordinator will need to determine a system to facilitate key and cell phone exchange between shifts; mealtime is a good opportunity for this exchange.

BEST PRACTICES FOR DRIVERS

Safety. Drivers will assure they operate the cart in a safe manner that protects the riders, the driver and the camp community. Drivers should avoid quick starts and stops, as well as abrupt turns. To avoid tipping, never drive the cart sideways across an incline. Drivers will provide riders with assistance getting on/in and off/out of the cart as needed and requested. The cart will never be driven or parked in a location that could provide harm to the camp community or the cart. If the driver is away from the cart, keys should never be left in the cart.

Maximum riders: 5 (not including the driver, 2 passengers in front and 3 on the back).

Priority Passengers. Campers with self-determined physical limitations have priority. The cart is intended to provide these campers with the opportunity to fully participate in camp. If the cart is running anyway, it is okay to offer rides to others who would like a break from their weary legs. If needed by a priority passenger, those without physical limitations can be asked to provide room.

Children Riders. You will need to use discretion when deciding if it is okay to give a ride to a child, and you may choose to limit daily rides given to children who do not have mobility challenges. Children 5 and under should never ride without a parent or responsible supervising adult (not the driver). It is best

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to seat kids under 5 years old in the front. Kids will need help understanding safety issues. Only children who can follow safety guidelines should ride on the cart (ages vary). Rules: One hand should always be holding on to the cart; passengers should be seated at all times; no running alongside/behind and no jumping on or off when the cart is moving. Obtaining parental permission is advised.

Driving Routes. The Coordinator can provide a driving tour of the Seabeck grounds for the volunteers showing appropriate routes and the location of ramp access to buildings and charging stations. The Coordinator can schedule a meeting of the volunteer drivers on the first day of camp for this instruction. It is recommended that volunteer drivers have some time driving the grounds on their own prior to accepting any passengers to familiarize themselves with handling the cart.

Care should be taken to use the cart on the normal roadways primarily and if needed, the walking paths. To avoid the path from the Meeting House to the Inn, drive the road from the Inn, in front of Reeser and Tamarack, then up to Spruce. There is a dirt and gravel path behind Pines that can be driven on to get to the back of the Meeting House. The cart cannot be driven off the camp grounds.

Requests for Travel. Email requests are not a reliable means to communicate travel requests when at camp. In-person verbal requests, texting and phone calls are the best means of communication at camp. Each driver should take time early in camp to make sure they can receive and make calls and texts on the camp cell phone that comes with the cart.

Regular Travel Runs. On the first days of camp, the Coordinator or a Driver can create a list of regular runs. This list should be communicated to the volunteer drivers at each meeting and a copy kept in the cart. Drivers can pay attention to those needing regular rides (like from a meal to an activity) and anticipate the need (by, say, finding and checking with that person late in the meal).

SPECIFIC RECOMMENDATIONS FOR WINTER COORDINATOR

These suggestions are for freezing weather:

- Have a de-icer fluid that works on plexiglass for the windshield as well as an ice scraper.
- Request towels from Seabeck for keeping seats dry and the ceiling from dripping once the ice on it thaws.
- Charge for longer periods – the cold really zaps the battery and you may run out of energy - the cart should stay idle and plugged in, when possible, instead of puttering around camp offering rides. You can bring the charging unit along with you as you drive around.
- One driver thought lap blankets are important; others felt they got in the way – it's an option.
- Ask Seabeck to put out deicing stuff on the paths more than just the first night – hitting slick patches makes for tricky driving.

May 2025