

Committee: Hospitality

Reports to: Hospitality Coordinator

Job Description: Shuttle Driver (6 people)

To safely shuttle performers from the airport and back to the airport

Roles and Responsibilities:

- Required to transport passengers and materials irrespective of weather, traffic and road conditions
- Understand and comply with road and safety regulations in a safe and courteous manner
- Drive responsibly and take care of the physical safety of the passengers
- Provides transportation to and from airport for fly-in performers
- Assists with loading and unloading luggage and music gear
- Assists with boarding passengers if needed
- Report any problem with the shuttle vehicle to the Hospitality coordinator or the event manager for proper corrective action
- Ensure the inside cleanliness of the vehicle
- Works in conjunction with hospitality to provide Toronto Tourism information including questions about local venues and attractions
- Provides a good impression and enthusiastically answers any questions
- Understand and comply with the volunteer regulations and codes of conduct

Skills Required:

- Must have a valid drivers licence
- Must be a minimum of 25 years old
- Must have a good drivers history and provide drivers abstract if deemed necessary
- Must be prepared to safely lift heavy weighted and awkward items, luggage and equipment
- Excellent written and spoken English required
- Bilingualism in any language is an asset-please indicate on application form
- Punctual
- Able to follow directions
- Demonstrate an ability to connect with people

Commitment:

- Thursday – Monday – staggered shifts based on flights
- May be asked to pick up prearranged meals for artists if it lines up with your on-duty schedule