



**Job Title: Transportation Coordinator & Residential Life Associate**

**Department: Operations & Residential Life**

**Reports to: Assistant Head of School and Dean of Students**

Steamboat Mountain School seeks a caring, reliable, and community-minded individual to join our team as a Transportation Coordinator & Residential Life Associate for the 2026–27 school year. This position combines two important areas of school life: ensuring safe and timely transportation for students and supporting the growth and well-being of our residential community.

At SMS, every adult contributes to shaping a warm, inclusive, and values-based community. The ideal candidate is equally comfortable behind the wheel of a school shuttle as they are leading evening activities, connecting with students, and supporting the daily rhythms of a vibrant boarding school.

**Primary Responsibilities:**

**Transportation Coordination**

- Safely operate school vehicles (vans and buses) to transport students and staff to and from campus, athletic practices, outdoor programs, and community activities.
- Assist with vehicle scheduling logistics and coordination of transportation for Global Studies and Outdoor Education trips.
- Ensure compliance with all state and federal transportation regulations, including CDL and safety requirements.
- Maintain accurate transportation logs and perform pre- and post-trip inspections of vehicles.
- Communicate clearly with the operations team about scheduling, vehicle maintenance, and trip needs.

**Residential Life Support**

- Live on campus and serve as a member of the residential life team, supporting the holistic development of boarding students.
- Provide evening and weekend supervision in the dorms on a rotating schedule.
- Build meaningful relationships with students by modeling integrity, responsibility, and empathy.
- Plan and help lead on-campus activities and local excursions that strengthen community life.

- Participate in residential team meetings and contribute to program development that fosters belonging, accountability, and personal growth.

### **General School Life**

- Contribute to the broader life of the school through community events, trips, and student support initiatives.
- Attend start- and end-of-year meetings and ongoing professional development as required.
- Embrace the school's mission and values of curiosity, courage, compassion, and connection.

### **Qualification**

- Valid Commercial Driver's License (CDL) with passenger endorsement (or willingness to obtain).
- Clean driving record and demonstrated reliability in transportation roles.
- Experience working with adolescents, preferably in a residential, camp, or boarding school environment.
- Strong communication, organization, and teamwork skills.
- Enthusiasm for living in a close-knit boarding school community.
- Flexibility, good judgment, and a sense of humor.

### **Compensation and Benefits:**

Steamboat Mountain School offers a rich and comprehensive benefits package for full time employees.

- Salary range: \$14-18 per hour depending on experience, licensing, and housing needs
- Campus housing available based on qualifications and need.
- Meals included during the school year
- Fully paid medical, vision, and partially paid dental insurance for full-time employees.
- Retirement contribution match after one year of service.
- Tuition remission after two years of service.
- Most holidays and school breaks off, as the academic calendar allows.

In order to apply, email your resume and cover letter to [careers@steamboatmountainschool.org](mailto:careers@steamboatmountainschool.org). Steamboat Mountain School is an Equal Opportunity Employer.