



ROLE DESCRIPTION

All committee and board members of Hal-Con are volunteers; while there are perks, this is an unpaid position. This role description is designed to create an understanding between Hal-Con and the prospective volunteer staff to ensure no miscommunication.

Role:	Transportation Coordinator
Reports to:	Operations Lead
Responsibilities include:	<p>Before the convention:</p> <ul style="list-style-type: none"> ● Interview and create driver team ● Obtain driver abstracts for self and driver team ● Lead the planning for logistics around all drive requests: <ul style="list-style-type: none"> ○ Work with Travel Coordinator to organize all airport runs and hotel drives. This can start as early as June. ○ Work with Ops lead to organize venue runs ○ Work with Volunteer leads to organize food/water runs ● Prepare and maintain drive sheet and other critical documents ● Join the directors, where possible, for meetings for preparation to create/review/sign off on event orders ● Monthly meetings with Operations Team ● Quarterly Committee Mega Meetings ● Pick up vehicles Tuesday or Wednesday of con week to prep for drives ● Pick up parking bags/pylons for convention parking <p>During the convention:</p> <ul style="list-style-type: none"> ● Make sure all cars have Hal-Con door branding ● Supervise drives as needed ● Manage the details for drives while remaining on-site ● Act as a point of contact for drive needs for all teams ● Work with Guest Team Logistics Leads for any on the spot runs ● Offer volunteer staff drives to/from evening events ● Log incidents or issues, to help better prepare for following year ● There will be 2 hotel rooms booked for drivers to rest over the weekend <p>After the convention:</p> <ul style="list-style-type: none"> ● Return vehicles on Tuesday or Wednesday after con ● Use log to draft notes for future planning ● Follow-up with Directors for notes on drivers



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	<ul style="list-style-type: none">● Update run sheet and other essential documents with notes for following year● Ensure Hal-Con vehicle magnets are returned to storage
Skills and other details:	<p>The Transportation Coordinator is participating in activities for several days before and after the convention.</p> <p>Valuable skills:</p> <ul style="list-style-type: none">● Ability to handle conflicting priorities● Creative problem solving and making decisions● Managing business relationships● Comfortable with spreadsheets and word documents● Comfortable with long hours and standing/walking for long periods of time.● Working as a member of a team. Driver Coordinator is responsible for working with a number of different groups, as well as acting as the lead for the drivers.● Communication. Driver coordinator frequently has short timelines to gather information and relay it to another person. They should be able to quickly receive and relay important information.
Scope of role:	<p>The Transportation Coordinator is to work with the overseeing of all vehicle service before, during, and after the event, which includes airport pick up/drop off of guests, runs for food and supplies, errands for guests or staff, etc. Other duties as needed, the scope of this position may continue to evolve.</p>
Description last updated:	May 20, 2024

If you're interested in applying for this post, please email angus.macgregor@hal-con.com with your interest and qualifications, explaining why you feel you'd be a great person for this position. If you're excited for this opportunity, apply as soon as possible. Only those considered for the position will be contacted.