

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Travel Coordinator
Program:	Administration
FLSA Class:	Non-Exempt
Position Accountable to:	Director- Business and Finance, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	To provide travel arrangements for agency travel needs
Educational Requirements:	Some college preferred
Experiential Requirements:	High school diploma, some college preferred
Additional Training required	Fulfill requirements of Individual Staff Development Plan
Driver's License, Liability Insurance and Acceptable Driving Record:	Required
Provisional Employment Period	90 days

Capabilities/Skills:

Able to organize, work collaboratively in team environments, and maintain high level of confidentiality; provide excellent customer service.

Able to be reliable, responsible, dependable and flexible

Possess excellent organizational, verbal, and written communication skills; computer experience specifically in MS Office; general knowledge of office machines.

If applicable, must have the ability to travel.

Must successfully pass a pre-employment drug screening.

Must be eligible to meet requirements of the STARS career pathway.

Ability to communicate with hotels and airlines.

Ability to follow-up with reservations.

Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s), as needed or requested.

Ability to lift various items such as: reams of paper, mail bags/boxes, office supply boxes and any other items that need to be moved.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Follow all agency policies and procedures.

Keep program director informed on all relevant matters.

Work effectively within a diverse environment.

Program

Set-up direct bills for various hotels.

Able to negotiate contracts with hotels.

Make reservations for direct bill hotels.

Make reservations for hotels to be billed to agency credit card which includes authorization for credit card.

Any other duties as assigned by Executive Director and Director- Business and Finance.

Signature

Date