



COORDINATOR

YOU...

... **gain** experience with our groups and cities on a seasonal basis

... **participate** in staff briefings to understand your role in achieving our customized transportation plan

... **collaborate** with your drivers and ensure refreshments are available and accessible to them

... **partner** with other SEAT Team members to anticipate and provide our guests with answers and directions

... **represent** SEAT with a smile as you personally welcome our guests while they are boarding, exiting or passing by your area

... **connect** with your Supervisor with organized routing updates and ridership patterns

GAIN by:

- Being available on a seasonal basis for SEAT shifts
- Taking notes during interview and training process
- Providing feedback on your experience per program

PARTICIPATE by:

- Tracking and updating ridership reports
- Reviewing assigned schedules, routes, and stop locations
- Controlling individual route curbspace and driveway area

COLLABORATE by:

- Facilitating refreshments and scheduled driver breaks
 - Monitoring traffic conditions with each driver
- Keeping sidewalk area clear for loading and unloading

PARTNER by:

- Actively answering questions
- Making clear directional announcements for our guests
 - Keeping handheld signs visible

REPRESENT by:

- Arriving neatly attired in company uniform
- Greeting every passenger and providing departure times
 - Creating and organizing lines if necessary

CONNECT by:

- Maintaining designated frequency of service
 - Providing hourly summaries to Supervisor
- Being aware of general meeting activities for "BIG picture"