

# HOLLYHOCK

**Position:** Shuttle Driver

**Reports to:** Guest Service Manager

**Start Date:** May 2022

**Hours and Location:** Cortes Island, Seasonal part time

**Starting Wage:** \$17/hour

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## ABOUT US

**Hollyhock exists to inspire, nourish, and support people who are making the world better.** We host over 100 personal and professional development programs each year, immersing our staff in a culture of connection, personal growth, and progressive social change.

Our oceanfront Cortes Island campus rests in the traditional territories of the Klahoose, Tla'amin, and Homalco Nations; we are committed to renewing and improving our relationships with these First Nations peoples.

Our campus boasts rustic accommodations, seasonal meals, yoga, bodywork, a world-famous garden, hot tubs, and a network of nature trails through our campus and connecting to nearby parks. Hollyhock staff receive discounts on all of our services and meals, and the opportunity to experience a complimentary Hollyhock program.

We believe that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

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## ABOUT THE ROLE

The Shuttle Driver is accountable for transporting Hollyhock guests to and from various island pick-up points in a safe manner while ensuring that transportation deadlines are met. The Shuttle Driver also collaborates closely with the Guest Service team of Hollyhock to ensure a high quality guest experience.

Shuttle Drivers are responsible for following all safety guidelines set out in the Hollyhock Covid-19 Safety Plan to ensure a safe environment for guests & staff. These guidelines include cleaning & hygiene, physical distancing and wearing a mask or other PPE when required.

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## KEY RESPONSIBILITIES

- Keen awareness of local island roadways and key pick-up and drop off locations
  - Conducts daily inspections and reports any vehicle faults
  - Review and maintain logs which provide details of passenger count, route details, vehicle issues, fuel intakes and maintenance
  - Expertise in handling passenger vehicles and ability to do minor repairs and maintenance
  - Keep the shuttle vehicles clean and washed as needed
  - Transports passengers and materials irrespective of weather, traffic and road conditions and is consistently on time
  - Maintains excellent communication between Guest Services staff and all external transportation providers
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## QUALIFICATIONS

- Class 5 Driver's License
  - Occupation First Aid certification is required (level 1 minimum)
  - Clean driving abstract
  - Ability to operate a passenger van in a safe manner
  - The Shuttle Driver must be a calm and controlled person and should always avoid erratic or rash driving.
  - Sound judgment and the ability to make quick decisions when amidst difficult situations like ill guests, bad weather or tight timelines
  - Good physical strength and fitness, as the job requires a lot of loading/unloading of guest luggage
  - Working knowledge of island road routes and water taxi and float plane landings
  - Excellent customer service skills
  - The successful candidate must be legally able to work in Canada and enjoy living in a remote setting
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## APPLY

Please apply using the online form at [hollyhock.ca/jobs](https://hollyhock.ca/jobs)  
You will have an opportunity to upload your resume and cover letter.

This position is open until it is filled. Please get your application in as soon as possible. Only short-listed candidates will be contacted.

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