



Bus/Van Driver Job Description

The Youth and Family Center, a proud United Way member agency, is searching for a part time community engagement professional to serve Van/Bus Driver. As a driver for the Youth and Family Center you will be an integral part of the Community Engagement team - helping to get families to and from our programming utilizing the organization van/bus.

Responsibilities:

- Pick up and drop off participants at their homes and transport participant to program activities utilizing organization van/bus.
- Load and unload materials, goods, and equipment between various destinations as assigned.
- Prepare, receive, and provide appropriate documentation for the delivery or pick-up of passengers or goods to ensure timely and accurate transportation.
- Report all vehicle maintenance in a timely fashion.
- Provide a safe and healthy environment, both physically and mentally, to all participants.
- Make sure proper procedures are followed for sign-in/out of children on a daily basis.
- Establish a relationship with each child and know his or her present level of understanding; consider the needs of all the children and treat each child with respect and dignity.
- Remain up to date on and follow emergency procedures and organization policies.
- Complete all other duties as assigned by supervisor.

Knowledge Skills and Abilities:

- Knowledge of the child welfare/juvenile justice systems and community resources/networks.
- Experience working with elementary, middle, high school and out-of-school-age youth, particularly youth in urban or underserved communities.
- Prior professional driving experience with references.
- CPR & First Aid Certification (or ability to obtain).

Requirements:

- Must be licensed to operate a commercial vehicle and have a clean driving record and proof of insurance.
- Must demonstrate the following personal attributes: honesty, trustworthiness, respect, and flexibility.
- Ability to work a non-traditional schedule including nights and weekends.
- FBI background check, Youth and Senior child abuse and neglect registry clearances – employment contingent upon obtaining all clearances.

Compensation and Benefits:

- Hourly based on experience
- Health Insurance, Dental and Vision

To apply please send cover letter and resume to: HR@theyfc.org

No Phone Calls

EOE