

Name: _____

Site: _____



Job Title: Youth Transportation Driver – Verona Area

Status: Part Time and Seasonal positions available

Part time - up to 20 hours a week

Pay Range: \$12.50/hr

Days/Hours:

Part time position: 6:00am to 8:30am M-F; Some Saturdays & Sundays as needed; Special events and field trips as needed, mostly evenings.

JOB DESCRIPTION:

As a member of the transportation team, the van driver provides safe and efficient transportation for our members to school. This position is a contract funded position that operates from approximately 6:00am to 8:30am daily. Additional hours are offered on weekends and opportunities for substitute or permanent positions when available. Applicant must meet requirements for Assistant Teacher within 6 months of hire date. When not transporting members, the Van Driver will assist in meeting staff-to-child ratios and perform administrative duties as assigned. The Van Driver is expected to comply with all organization policies and procedures as well as State licensing requirements that apply to group child care centers.

Qualifications:

21 years of age with a valid Wisconsin drivers License and clean driving record. Candidate must be able to pass a criminal background check, drug test, and driving record check. Preference will be given to candidates with prior experience working with children and experience driving.

Responsibilities:

- Create a safe, diverse, and welcoming environment for youth;
- Make sure that every child is wearing their seat belt at all times;
- Observe the speed limit and all road signs and signals during the task of delivering the children safely to their destinations;
- Help club directors and support team with youth on field trips and events;
- Communicate as needed with club directors and parents or guardians of youth;
- Keep the van clean and gassed up at all times, daily safety inspections of van, record the number of miles traveled, and keep any receipts that are related to the trip;
- Follow proper reporting procedures;
- Communicate with manager about maintenance issues with the van;
- Help out as a floater in any program area when not on field trips or taking members places in the van;
- Maintain a current understanding of procedures if an accident should occur with the van, with or without members in the van;
- Other duties as assigned by manager or site directors

Boys and Girls Club of Dane County is committed to employment equity. All responses will be handled with strict confidence; the position will be open until filled. Interested individuals are invited to submit their **resume, cover letter, and three personal references** to:

Human Resources

Boys and Girls Club of Dane County
1818 West Beltline Highway
Madison, WI 53713
Email: lrowell@bgcdc.org