



**Location:** Allied Family Center, Taft Street Center

**Title:** Youth Transportation Associate

**Reports to:** Club Director

**Status:** 28 hours/week, Part-Time, Non-Exempt

**Pay Range:** \$12.00-\$14.00/hour

**Position Description:**

This position provides safe and efficient transportation for youth (ages 5-18). This position assists in meeting staff-to-child ratio and performs administrative duties as assigned when not transporting youth. This position may require early morning, evening and/or weekend hours. The individual must be able to work with minimal supervision and take initiative.

**Responsibilities Include:**

- Providing safe and efficient transportation for youth
- Observing all state of WI rules of the road and passenger safety laws
- Reporting maintenance issues immediately
- Planning daily route
- Fueling Club Vehicles
- Ensuring Club vehicles are free of clutter and in sanitary condition
- Providing positive guidance, role modeling and daily support to members
- Assisting Group Lead Teachers with supervision of members
- Adherence to all regulations as specified in DCF 251
- Contributing to the overall Club climate for youth development that includes but is not limited to program collaboration, attendance and active participation in staff meetings and trainings (daily, weekly, organizational), appropriate discipline of members when necessary and attendance at club special events as communicated by supervisor
- Other duties as assigned

**Child Care Staff Qualifications:**

- High School Diploma/HSED/GED preferred
- At least 21 years of age with a valid driver license and an approved driving record
- Minimum of 1 year driving experience
- CPR certification required within 6 months of assuming role
- Assistant Teacher Qualification required within 6 months of assuming role
- Eligibility as a Caregiver from the Department of Children and Families
- Successful completion of drug screening, physical examination and tuberculosis testing
- Strong communication skills
- The ability to work independently and in a team setting
- Ability to organize and supervise members in a safe environment

**Position Benefits:**

- Free Daily Meals
- Employee Assistant Program

Boys & Girls Clubs of Dane County is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their **resume**, **cover letter**, and **three personal references** via email to [lrowell@bgcdc.org](mailto:lrowell@bgcdc.org) or by US Mail to:

**Human Resources**

C/o Youth Transportation Associate  
1818 West Beltline Highway  
Madison, WI 53713  
Phone: (608) 257-2606  
Email: [lrowell@bgcdc.org](mailto:lrowell@bgcdc.org)