

## **VAN DRIVER – YOUTH PROGRAM WORKER JOB POSTING**

### **JOB SUMMARY/PRIMARY FUNCTION:**

- Ensure the safe transportation of youth to field trips and activities between buildings.
- Provides safe and caring environment for children in your care on-site, during transportation or off-site at events and activities
- Abide by all federal, state, local and company laws and regulations
- Assist in program activity areas and supervising members, when on-site at BGCD, not transporting members to programs and events
- Participate in collaborative programs and events with staff from other clubhouse departments as well as staff from other BGCD clubhouses and community organizations as appropriate
- Ensure that members: actively participate in a variety of programs/activities; seek advice/guidance from staff in regard to problems; and receive caring, respect and recognition for their efforts
- Drive van in accordance with BGCD policy and procedures
- Maintain positive relationships with the youth and parents
- Supervise groups while at events or activities
- Be aware of BGCD policies and procedures while in the building or off-site
- Assume other duties assigned by supervisor
- Working with youth inside and out of building

### **ADDITIONAL RESPONSIBILITIES:**

- Maintenance and cleanliness of Van
- Complete log-sheets daily
- Must be organized and willing to adjust work schedule to meet demands of the organization
- Demonstrates leadership to assure conduct, safety and development of members.
- Assume other duties as assigned

### **SKILLS/KNOWLEDGE REQUIRED:**

- Good Driving record with valid driver's license
- Must be at least 21 years of age
- 1-3 years Experience working with youth
- High School Diploma
- Direct experience providing recreation programs for youth.
- Knowledge of youth development principles. Strong interpersonal and communication skills required.
- Proven ability to work with and understand the needs of children and be committed to working with participants from a variety of backgrounds.
- Must have knowledge of and be committed to carrying out the BGCD program philosophy and goals.
- Ability to work independently and as part of a team.

- Flexibility to work clubhouse hours especially as seasons and service needs change.
- Must be or become CPR / FA certified.
- Must consent to and pass a CORI/SORI and background check.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Job frequently requires standing, walking, talking, hearing, seeing, lifting (10-25lbs), reaching and handling objects with hands (picking, pinching, seizing, holding, grasping, turning), including perceiving attributes of objects, such as size, shape or texture by touching.

Occasional – Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; interruptions are common; involves exposure to demands and pressures from person other than immediate supervisor.

Work is regularly performed in a well-lit, indoor environment which at times is susceptible to noise and odors.