

**BOYS AND GIRLS CLUBS OF DORCHESTER
JOB DESCRIPTION**

TITLE: Safe Summer Streets Van Driver
DEPARTMENT: Safe Summer Streets
REPORTS TO: Director of Operations
FLSA STATUS: Non-Exempt (\$30/hour)
CLASS: Seasonal Part-Time (Monday-Friday, 8pm-11pm)

JOB SUMMARY/PRIMARY FUNCTION:

- Ensure the safe transportation of youth to field trips, activities between buildings and to their drop-off location
- Provide a safe and caring environment for children in your care during transportation sequence
- Abide by all federal, state, local and company transportation laws and regulations
- Drive van in accordance with BGCD policy and procedures
- Maintain positive relationships with the youth and parents
- Help supervise and engage with groups at events or activities
- Be aware of club practices and expectations while in the building or out
- Assume other duties assigned by supervisor

ADDITIONAL RESPONSIBILITIES:

- Maintenance and cleanliness of van
- Complete daily log-sheets
- Must be organized and willing to adjust work schedule to meet demands of the Club

Skills/Knowledge Required:

- Good driving record with valid driver's license
- Completion of on-line driver training and road test
- Must be at least 21 years of age
- 1-3 years Experience working with youth
- High School Diploma

RELATIONSHIPS:

Internal: Club Staff / Club Members

External: Any other outside agencies

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 persons other than immediate supervisor.