



**BOYS & GIRLS CLUBS
OF ADA COUNTY**

POSITION DESCRIPTION

TITLE: Transportation Staff (Regular Part-Time, Wage Employee)

EXEMPTION STATUS: Non-Exempt

DEPARTMENT: Programs, Moseley Center / Meridian Club / Kuna Club (Seasonal)

REPORTS TO: Program Director

COMPENSATION: (Starting) \$9-11 /hour, DOE

HOURS: 20 to 29 Hours /Week

PRIMARY FUNCTION:

Transportation staff are responsible for bussing children to and from the Club from locations within the Treasure Valley in addition to regular scheduled youth development responsibilities. Mileage logs and pre-post trip vehicle inspection logs must be maintained. Current certification/licensing required.

KEY ROLES (Essential Job Responsibilities):

Transportation

1. Transport children by bus, van, or SUV to or from the club to locations in the Treasure Valley.
2. Perform a pre and post trip inspection of any vehicles used and document findings.
3. Satisfactorily clean and ensure accountability for the care and use of transport vehicles.
4. Record mileage for each trip.

ADDITIONAL RESPONSIBILITIES:

1. Meets all essential job responsibilities of the Youth Development Professional Job Description.
2. May be asked to lead field trips in addition to transportation if applicable to employee knowledge, skills and abilities.
3. May be provided additional hours to facilitate service and maintenance on vehicles or renew registration/emissions tests on vehicles.
4. May drive Club vehicles to transport youth to/from special events during non-scheduled hours if agreed to in advance.

RELATIONSHIPS:

Internal: Maintain daily contact with Club members, Club staff (professional and volunteer), and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain contact with Unit Director as needed to foster community relations.

SKILLS/KNOWLEDGE REQUIRED:

- A current Class B Commercial Driver's License with the Passenger Endorsement is required for this position (W/ Airbrakes). We will certify the right candidate.
- Strong time management skills and ability to maintain focus and prioritize under stress.
- Strong verbal communication skills.
- Group leadership skills, including an understanding of group dynamics.
- Must possess an interest in working with children and pass a background check.
- Must possess a clean driving record (no major violations in past five years).
- Obtain CPR and First Aid Certifications (provided).
- A minimum of two years of work experience in a human transportation capacity is preferred.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as a comprehensive inventory of all duties, nor limit the ability of the organization to create its own boundaries around employee work performance or compensation.