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**BOYS & GIRLS CLUBS
OF CENTRAL GEORGIA**

Minibus Driver - Part Time (14 passengers)

Pay: \$20.00 per hour (15 hours per week) Two positions available

Work Schedule: Monday – Friday (2:00PM – 5:00PM)

How to apply: Contact Joseph Matchett at jmatchettiv@bgccg.org or (478) 743-4153

Overview

Boys & Girls Clubs of Central Georgia is currently accepting applications for Minibus Drivers. The Bus Driver, under direct supervision of the Club Director, is responsible for student transportation, vehicle and child safety and administrative compliance.

Responsibilities

Duties include but not limited to operating vehicle in a safe and efficient manner; daily checks of vehicle for safe operation and vehicle maintenance such as filling gas tanks and cleaning exterior and interior; timeliness and follow assigned route; and accountable for safety while operating vehicle. Responsible for taking all necessary and reasonable precautions to protect members; report incidents and completing documentation; maintain discipline; and be a positive role model.

There is potential for exposure to germs and illnesses. Employees are to follow all safety procedures and protocols. The noise level in the work environment is usually loud and at times moderate or very loud. Position requires transporting large groups of youth.

At the clubs, youth receive targeted services in a safe, supportive environment from staff who believe in the organization's mission. The Club experience focuses on three priority outcomes: Academic Success, Healthy Lifestyles, and Positive Citizenship.

This is an academic year position. Availability of summer hours dependent upon organizational needs.

Requirements

Education and work experience requirements:

- 25 years or older
- High school diploma or equivalent
- Position requires driving company vehicle. Candidates must have satisfactory driving record and a valid driver's license for operation of a motor vehicle relevant to carrying out duties and to be covered under the company insurance
- Experience with youth (professional or volunteer)
- CDL license w/school bus endorsement, preferred but not required

Qualifications include:

- Ability to work posted hours and days
- Ability to be a positive role model
- Ability to be patient
- Ability to establish rapport and build relationships
- Ability to follow instructions
- Ability to operate vehicle in a safe and responsible manner
- Must be dependable and punctual
- Must be able to obtain CPR and First Aid certification
- Must be able to pass agency background screens and drug screen at any time