

Position Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information		
Position Title: Program Aide/Van driver (9 month position)	Location: Program Site(s)	Date: 8/17/10
Reporting Relationship(s): Position reports to the Coordinator of the program for supervisory support		FLSA Classification: Non-Exempt

General Summary

This individual will assist in the, implementation of one of the agency's off-site after-school youth development programs. (S)he will work within the areas of academic, enrichment and transportation in programming part-time at a rate of \$10.00/hour.

Duties and Responsibilities

- **Time: 15-20 hours week**

Academic and Enrichment

- **Provide supervision and monitoring of program participants in a safe and educational environment**
- **Model positive and appropriate behavior for program participants**
- **Assist in the coordination and implementation of program activities including:**
 - 1) Registration, attendance, and daily activity sign-in
 - 2) General set-up and clean-up of activity (and dining areas)
 - 3) Delivery of youth development/programming/workshops
 - 4) Program planning and evaluation
 - 5) Assist with transportation (embark and disembark bus/van, manage behaviors)
 - 6) Attend required meeting, trainings/workshops and special events

Transportation

- Pick up students/passengers from the program site and transport to their destinations per directives received from Program Coordinator, ensuring all activities are performed in a safe manner.
- Always practice safe and courteous driving skills; present a neat clean appearance, and always communicate with the Program Coordinator in a timely manner should any issues arise
- Perform pre-trip inspections of the vehicle prior to leaving the program site each day. This includes but is not limited to:

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- Walk around for visual inspection of the vehicle to ensure everything is secure and in working order.
 - If anything appears out of order (i.e. soft tires), report it immediately to the Program Coordinator.
- Visually inspect the interior of the vehicle to ensure it is neat and clean; remove and dispose of any trash. If objects of a personal nature are left in the vehicle, give them to the Program Coordinator.
- Ensure lights and the horn is in working order.
- Start the vehicle and ensure it is in good running order.
Report any pre-trip inspection difficulties to the Program Coordinator prior to leaving the premises; do not leave the premises without their authorization.
- Should any mechanical or other difficulties occur while on the road, call the Program Coordinator or if not available, the offices immediately; do not continue to drive the vehicle without authorization from management.
Adhere to all traffic/driving laws at all times, driving and stopping in a safe manner.
- Use good judgment as to when to pull away from the drop-off site after the passenger disembarks.
- Report any misbehavior as soon as possible to the Program Coordinator; do not attempt to discipline other than to give sufficient directives to ensure the safety of all passengers.
- Perform all other duties as assigned by management; this may include transporting passengers from and to other destinations as needed.

Education Requirements

- High School Diploma or GED required.

Previous Experience Requirement

- Experience working with youth is required

Knowledge and Skills Needed to Perform Effectively in this Position

- Word-processing and database proficiency
- Strong leadership and communication skills
- Organizational and time management skills
- Familiarity with community resources
- Commitment to working with teens in a parallel family system.

Additional Requirements

- Must be fingerprinted to be submitted for criminal background checks
- Valid driver's license and clean driving record
- Must be at least 21 years old
- Reliable Transportation to and from the program site on scheduled workdays and for meetings and trainings

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Physical Dimensions (Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner)

■ Seeing: Must be able to read documents and street signs.
■ Hearing: Must be able to hear well enough to communicate with passengers and coworkers.
■ Sitting/Standing: Must be able to sit for prolonged periods.
■ Climbing/Stooping/Kneeling: Must be able to climb in and out of vehicles.
■ Fingering/Grasping/Feeling: Must be able to grasp controls, and adjust equipment (i.e. seatbelts).
■ Environmental Conditions: Must be able to work in environments that may include, but are not restricted to, cold, heat, draft, fumes or various combinations of same.

- *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*
- *This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*
- *This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.*