



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

LEAD VAN DRIVER/ ASSISTANT STAFF

SUPERVISOR

Pasco Branch Director

STATUS

Part-time, hourly

STARTING SALARY RANGE

\$17.79-\$21.64

DOQ/DOE/Hour

\$.50/hr additional pay
for bi-lingual staff
(assessment required)

ORGANIZATION DESCRIPTION

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

POSITION SUMMARY

Under the supervision of the Branch Director and Program Director, the transportation specialist is responsible for creating a safe, fun, nurturing environment for all youth. The transportation specialist will be the primary driver for club youth picking up after school and transporting to the clubhouse as well as assisting with driving for all field trips. The transportation specialist when not driving will support room leads with programming consistent with our three priority outcomes of Academic Success, Healthy Lifestyles, and Good Character & Citizenship.

The candidate for this position should enjoy working with youth, and create an environment that is safe and fun while helping members build confidence and skills. Youth Development Professionals foster positive relationships with children, families, staff, and community members.

QUALIFICATIONS

- 21 years of age or older.
- Clean driving record (no accidents or tickets in the last 5 years)
- Ability to operate a 15-passenger van safely.
- Ability to remain poised, positive, and energetic in a busy work environment.

- Ability to plan and manage multiple tasks and to develop solutions to problems with limited supervision.
- Strong communication skills, both verbal and written.
- Previous experience working with youth preferred.
- Previous experience driving.
- Bi-lingual preferred.
- Ability to remain poised, positive, and energetic in a busy work environment.
- Be able to lift 40lbs

JOB FUNCTIONS

- Transporting youth of all age ranges from Kinder through high school.
- Assist room leads with programming consistent with our three priority outcomes of Academic Success, Healthy Lifestyles, and Good Character & Citizenship.
- Create a program setting that ensures the health and safety of members.
- Promote and market programs to club members.
- Contributes to the creation of the Club's overall climate for youth development and success.
- Help to manage program supplies and equipment.
- Instill the value of stewardship and work to maintain upkeep of equipment.
- Help to organize activities and events to show case or highlight members.
- Help to maintain organization and cleanliness of building.
- Other duties as assigned.

APPLICATION PROCESS

Please submit a cover letter and resume to hr@greatclubs.org. Position will close as filled.

Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.

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