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## Van Driver Position

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**Reports to:** Program Director

**Classification:** Non-exempt (part-time), approximately 15 hours per week.

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### Summary

The Van Driver will support the Program Director and the Athletic Director ensuring the safety and well-being of Club Members engaged in programming. The primary responsibility of the Van Driver is providing safe and timely transportation to club members from local schools to the Neighborhood Boys & Girls Club for after school and/or athletic programming.

### Responsibilities

- Assure safety to and from scheduled activities.
- Assist in the supervision of children at all times.
- Maintain attendance and other required records.
- Follow all applicable local, state, and federal traffic laws and safety regulations.
- Participate in staff meetings and trainings.
- Other duties as assigned by the Program Director.

### Education and Experience

- High School Diploma, GED, or equivalent
- Experience working with children
- First Aid/CPR Certification
- Driver's License for a minimum of three years in good standing. Must have no reckless driving charges and be in compliance with all city, state, and federal vehicle driver licensing and permit laws and requirements

### Competencies

Organization	Perseverance	Initiation
Interpersonal Relations	Problem-solving	Detail-oriented
Reliability	Collaborative	Motivated

### Position Type/Expected Hours of Work

This is a part-time position. Morning, evening and weekend work as required on non-school days.

### To Apply

Email a cover letter and resume to [resumes@nbgc.org](mailto:resumes@nbgc.org). No calls please.