



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Cleveland County Family YMCA Job Description

Position Title: Bus Driver

Branch: Dover Foundation YMCA

Reports To: Family Programs Director

Exempt Status: Non-Exempt (PT)

Primary Function: Social Responsibility

Leadership Level: Team Leader

POSITION SUMMARY:

Under the supervision of the Family Director and Executive Director, and consistent with the Christian mission of the YMCA, the Bus Driver will plan and organize all aspects of their assigned shifts with the Family Programs of After School, Summer Day Camp, Field Trips, and other special Family Programs.

KNOW HOW:

- Ability to represent the YMCA in a mature and professional manner, holding true to a commitment to the YMCA's mission, values, philosophies and ideals.
- Must be 21 years of age.
- Must possess a Class B CDL (Commercial Driver's License) with a clean driving record.
- Strong skills in human relations and ability to respond appropriately in stressful situations.
- Strong and professional communication, interpersonal and organizational skills.
- Proven ability to work with diverse situations and as a team member.
- Trainings and Certification Requirements: Infant/Child/Adult CPR, AED, First Aid, New Staff Orientation, Child Abuse Prevention, Blood-Borne Pathogens and other ongoing YMCA trainings. (All trainings and certifications must be held or obtained within the first 60 days of employment. Failure to comply with attending trainings and obtaining and maintaining current certifications will result in pay reduction or possible termination.)

ESSENTIAL FUNCTIONS:

- Contributes to the fulfillment of the YMCA's mission and the YMCA's core values of caring, honesty, respect, responsibility, and faith.
- Provides leadership and supervision of the Cleveland County Family YMCA Family Programs at respective branch location.
- Serves as an additional counselor on field trips when not actively driving the bus.
- Ensure the well being of all children in the Family Programs.
 - Keeps bus interior clean and organized.
 - Informs Directors of any bus maintenance needed.
 - Learns and uses the names of each child attending during the shift.
 - Maintains structure and order to ensure safety standards are being met.
- Maintains high standards of program quality
 - Maintains high standards of group control, image, activity leadership and enthusiasm.
 - Insures safety during programs
 - Teaches character development.
- General administration
 - Attends all Family Program staff meetings and trainings as requested.

- Takes initiative, problem solves and keeps Program Director informed.
- Reports total number of children attending every shift.
- No cell phone usage while driving.
- Follows the standard chain of command when addressing issues, specifically addressing your direct supervisor first.
- Enforces YMCA policies, rules and procedures.
- Actively promotes the annual We Build People campaign.
- Other duties as assigned.

YMCA COMPETENCIES (TEAM LEADER LEVEL):

- | | |
|---------------------|------------------------|
| ● Relationships | ● Innovation |
| ● Communication | ● Quality Results |
| ● Developing Others | ● Functional Expertise |
| ● Inclusion | |

PHYSICAL DEMANDS:

- Corrected vision, hearing and speech to normal range. Otherwise, special accommodations made of sufficient nature for completion of assigned task.
- Smile, Walk, stand, and sit (including on the floor) for long periods of time.
- Potential exposure to communicable diseases and bodily fluids.
- Lift or carry up to 50 pounds in weight (with assistance).
- Stand or sit while maintaining alertness for several hours at a time.
- Bending, leaning, kneeling, and walking.
- Speak concisely and effectively communicate.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

END RESULTS:

- The mission of the YMCA is fulfilled within all member service and family program areas.
- Quality run family programs.
- Increased professionalism of YMCA services.
- Satisfactory attainment of the YMCA's goals and objectives.
- Growth in membership, high member satisfaction, increased member retention and loyal YMCA members

For more information please contact Erik Smith at esmith@CleveCoYMCA.org or 704.669.3630

To apply for this position, complete an online application [HERE](#) .

YMCA: We're for youth development, healthy living, and social responsibility.
 YMCA Mission: Helping all people reach their God given potential in spirit, mind and body.