



E P I C E N T E R

# Youth Program Driver

Edgewood & Aberdeen, Maryland

**The MISSION of The EPICENTER is to Empower people, Strengthen Families and Build a sense of Community and Trust.**

## Purpose Of This Role

- To safely transport a 15 passenger van/shuttle of children from The EPICENTER to our scheduled activities.
- Summer Camp: We will transport children from Edgewood and Aberdeen to our offsite field trips.
- Zone Program (Before & After School care): We will transport children from the EPICENTER to their assigned school and back to The EPICENTER at the end of their school day.
- This person must also maintain cleanliness of all vehicles and report all vehicle issues to the Director of Youth Programming.

## Personal Abilities and Competencies

- **Committed to Excellence:** We do all things with excellence. If we fail to strive for excellence, we often compromise the effectiveness of our mission, so we give our best in all things and hold ourselves to high standards.
- **Organization:** Skilled in prioritizing tasks, efficiently managing time and resources with great attention to detail.
- **Communication:** Skilled in written and verbal communication when teaching children, collaborating on tasks with staff, communicating with parents and preparing reports for their supervisors
- **Heart for the Community:** This person needs to present a positive attitude, care for the welfare of others and value diversity

## Job Qualifications

This person must:

- Be 21 years of age or older.
- Qualify for DOT certification.
- Present a clean driving record and criminal background check.
- Have experience working with children.
- Be patient, punctual, and highly relational.
- Be attentive to details and have excellent record keeping skills.

## Primary Responsibilities

This person is responsible for:

- Map out efficient routes based on school locations and times.
- Communicate daily with the lead teacher prior to leaving each day to ensure every child is listed on the transportation sheet, and no changes have happened prior to leaving the building.
- Drive safely along designated routes.
- Obey traffic laws, safety procedures, and transit regulations
- Cultivating a healthy culture within the operation.
- Pick up and drop off children at designated locations
- Assist children getting in and out of the vehicles safely.
- Refuel vehicles as needed.
- Report all vehicle issues to the Fleet Manager in a timely manner..

## Hours/Salary

- \$16 - \$17 Hourly/Part Time (up to 18 Hours per week)
- Summer Hours: Varied Hours/3-4 Days per week
- School Year Hours: 8:00 am - 9:30 am and then 3:00 pm - 4:30 pm

**Select Holidays:** The EPICENTER will remain closed and employees are paid the daily average hours actually worked during the two most recent pay periods.

**Sick/Personal Time:** Paid sick/personal leave is provided in the amount of up to 18 hours annually.