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BOYS & GIRLS CLUBS
OF NORTH SAN MATEO COUNTY

JOB DESCRIPTION

TITLE: Van Driver

SUPERVISOR: Pacifica Area Director

CLASSIFICATION: Contract Position

ABOUT US: Boys & Girls Clubs of North San Mateo County is a unique organization consisting of three Clubs and two school based programs in South San Francisco and Pacifica. Our programs are designed to expand on the school day by offering dynamic academic, social and recreational enrichment activities to members 6-18 years old. Club programs promote and enhance the development of young people by instilling a sense of competence, usefulness, belonging and influence.

POSITION OVERVIEW:

The Van Driver will operate district-owned vans to transport students from Cabrillo School and Ortega Elementary School to the Pacifica Club, after school, Monday through Friday, for the purposes of an after-school program. The Van Driver will be responsible for picking up and dropping off the van from the Pacifica facility.

KEY ROLES (Essential Job Responsibilities):

- Pick up children from elementary and middle schools in Pacifica and drop them off at the Club site
- Insure children are safely secured in van according to California driving laws
- Safely transport children to locations, following school traffic rules
- Create and contribute to positive atmosphere

SKILLS/KNOWLEDGE REQUIRED:

- CA Drivers License, excellent driving record and minimum of age 25 (for auto insurance purposes)
- Knowledge of California driving laws
- Must pass Criminal Record background check
- Experience working with children a plus
- CPR and First Aid Certification preferred but not required

TO APPLY: Submit resume to hr@theclubs.org .