



Housing Authority of the City of Columbia, Missouri

CHALIS – CHA Low-Income Services, Inc.

201 Switzler Street, Columbia MO 65203

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Job Description

Van Driver – Youth Activities

Reports To: Moving Ahead Program Coordinator

Summary of Position: The major thrust of this position is to transport children to and from home, school, and to grant program sites and activities. The Van Driver does not provide direct personal and/or social services, other than transportation.

Salary range: \$14-\$15.50/hour

Part-time hours: Up to 20 hours/week, must have availability between 1pm and 6pm.

Major Duties and Responsibilities:

- Provide safe transportation for program participants to and from home, school, and to program sites and activities
- Maintain files and documentation as required for the administration of assigned programs
- Inspect assigned vehicle according to established procedures and schedule
- Help oversee tutoring and mentoring programs
- Help oversee after school and summer activities, including but not limited to recreation, entertainment, self-esteem, cultural heritage, and social development
- Act as a positive role model for children and youth in the program
- Maintain an excellent driving record
- Follow established safety procedures and safe driving practices without exception
- Perform other duties as assigned

Required Knowledge, Skills, and Abilities:

- Leadership skills
- Must be organized and dependable
- Able to express oneself effectively both orally and in writing
- Able to help maintain effective working relationships with superiors, associates, parents, teachers, principals, volunteers, police officers, juvenile officers, residents and guests, the general public, as well as the ability to work with disadvantaged, troubled and physically and mentally challenged persons
- Able to work with a diverse population
- Able to remain calm and function effectively in a crisis
- Good work history and attendance record
- Some knowledge of at-risk youth programming

Education and Experience:

- Experience driving large vehicles or shuttles for human transportation purposes
- High school diploma or equivalent or two years' experience working or volunteering with children and youth; or an equivalent combination of education and related work experience (preferred)

Special Requirements:

- Must be bondable and insurable
- Must have a valid Missouri Class E license with an excellent driving record
- Must be willing and able to work flexible hours, including nights and weekends
- Must be able to obtain and maintain a bank account for the purpose of receiving direct deposit of payroll
- Must be able to pass a pre-employment criminal background check and drug screen

Employee Signature

Date