



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Central Connecticut Coast YMCA Position Announcement

Job Title: Bus Driver
Incumbent:
FLSA: Non-exempt – Part-time

Reports To: SACC/Camp Director
Work Location: Hamden/North Haven YMCA
Work Schedule: M-F, 7:00-9:30am and 2:00-5:30pm (school yr)
M-F, 7:30-4:30pm (summer)

A Career with a Cause:

At the YMCA, strengthening community is our cause. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

General Function:

The bus driver will be responsible for transporting participants from the Before School Program to their respective schools in the Hamden area each morning. In the afternoon, the bus driver will also transport the children from their schools to the After School Program sites in Hamden and North Haven. Daily schedule will revolve around the public school schedules for each town. On days when school is closed, the Y operates a Vacation Day Program which consists of a daily field trip for its participants. The bus driver will be required to transport the children to and from the field trip location on these days. In the summer, the bus driver will be required to work Monday through Friday, 8:00am-5:00pm. Responsibilities include transporting campers to and from camp as well as daily field trips for specialty camps.

Salary and Benefits:

- \$12.63 - \$15.78
- Individual YMCA membership
- Paid time off after 3 years.

Essential Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential functions of this position include, but are not limited to the following:

- Drives bus safely according to YMCA policies and procedures and state laws.
- Completes thorough before-and-after trip checks each day and record all information. Records gas level, mileage, and maintenance on designated forms. Cleans out bus each day.
- Promotes safety at all times by keeping first aid supplies fully stocked.
- Ensures that bus rules are announced and followed.
- Develops friendly and positive relationships among staff, volunteers, parents, and children.
- Communicates regularly with other staff members and supervisor.
- Performs other duties as assigned.
- Must be willing to work full days as well as some holidays.
- Must be willing to work full-time hours in the summer.
- He/she will be required to participate in annual staff training and attend meetings as needed.
- Typical hours are 7am-9:30am and 2pm-5:30pm Monday through Friday. Hours differ on half days and school vacation days.

Experience and Education:

- Bus Driving: 1 year

Qualifications:

- CDL and V or S Endorsements – Required
- Model and teach the YMCA values of caring, honesty, respect, responsibility, and serve as role model to children, parents, and other staff.
- Excellent verbal communication skills with diverse populations
- Flexibility is a key requirement for this position.
- Must possess ability to respond to emergency situations in a timely manner.
- Excellent attendance is a must.

Trainings & Certifications:

- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete other New Employee training within the first 90-days of employment.
- Must complete Child Abuse Prevention trainings within the first 90-days of employment.
- CDL and V or S Endorsements

Core Competencies:

- **Communication** - Listens and expresses self effectively in a manner that reflects a true understanding of the needs of the audience.
- **Values** - Demonstrates in words and actions the Y's core values of caring, honesty, respect, and responsibility and a commitment to the y's mission, in all matters at all times.
- **Inclusion** - Values all people for their unique talents and takes an active role in promoting practices that support diversity, inclusion, and cultural competence.
- **Relationships** - Builds authentic relationships in the service of enhancing individual and team performance to support the Y's work.
- **Quality Results** - Demonstrates and fosters a strong commitment to achieving goals in a manner that provides quality experiences.
- **Emotional Maturity** - Demonstrates effective interpersonal skills.
- **Functional Expertise** - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

Effect on End Results:

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Bus Driver be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to Drive, talk, and hear. The employee regularly is required to stand, walk, handle or feel, and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The bus driver will be working in an environment with both children and staff. This job operates in a recreational and educational environment. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Application Information:

Fill out the Application for Employment at <http://www.cccymca.org/wp-content/uploads/CCC-YMCA-Application-Revised-2016.pdf> and submit by October 1, 2018 to Erin Kelly, School-Age Child Care/Camp Director, Hamden/North Haven YMCA, email: ekelly@cccymca.org