



BOYS & GIRLS CLUBS

OF HARRISONBURG AND
ROCKINGHAM COUNTY

POSITION DESCRIPTION - DRIVER

REPORTS TO: Director of Operations
FLSA: Exempt Non-Exempt
WAGE RANGE: \$15.00 /hr
EMPLOYMENT TYPE: Full-time Part-time

BGCHR is seeking a dependable, experienced driver to become a part of our team. Our driver transports our youth in a Club 15-seat van from their schools to our County Clubs, Monday through Friday during the school year. This may be morning and/or afternoon routes. The work also may entail driving an occasional field trip on weekends or evenings. In summer, lunches are delivered to all Clubs and this driver would be assisting in that delivery as well as food pickups at various providers throughout the summer.

Job Details:

- Lift at least 50 lbs.
- Possess a clean driving record
- Follow set, scheduled route for transportation of our young people Monday through Friday
- Follow set, scheduled route for lunch delivery Monday through Friday (summer only)
- Load and unload food, lunches, and organize lunches by site (summer only)
- Keep vehicle clean and organized
- Refuel vehicle as needed
- Properly maintain vehicle safety and maintenance records
- Report any issues or accidents with the vehicle

Requirements and Qualifications

- Pass background check
- Valid Virginia driver's license
- A clean driving record with no moving violations
- Proficient at driving and parking a passenger bus
- Physically lift up to 50 pounds
- Professional and pleasant disposition
- Dependable
- Excellent time-management

EEO STATEMENT: Diversity is core to the success of BGCHR--it is a reflection of who we are and who we serve. BGCHR is an equal employment opportunity employer and all employment decisions are based on relative qualifications, ability, performance, merit and organizational needs. Employment decisions will

made without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, traits historically associated with race or any other characteristic protected by law.