

# Youth Bus Driver

## Girls Inc. Orange County

**Date:** 1/25/10

**Job Title:** Youth Bus Driver

**Mission:** Inspiring all girls to be Strong, Smart & Bold

### **About the Organization:**

For 55 years, parents have trusted Girls Incorporated of Orange County (Girls Inc.) to help their daughters grow up successfully. Serving over 4,500 girls annually at our Girls Inc. center in Costa Mesa and over 50 outreach locations throughout Orange County, Girls Inc has responded to the changing needs of our girls through research based programs that empower them to reach their full potential. As the oldest girl-centered organization in the U.S., Girls Inc. has been transforming girls' views of themselves and their opportunities for generations. Girls Inc. is much more than an after school and summer program – we are the people and the place that helps girls succeed!

### **About the Position:**

Under the supervision of the Transportation Coordinator, driver will transport children to and from elementary school sites, field trips and Girls Inc. functions. This is a school year (approx. 10 months/year) position offered during the months of September through June. This position is available as of February 1, 2010 and will extend through June 23, 2010. After a short break, the position will resume in September of 2010.

### POSITION FUNCTIONS:

1. Transport children to Girls Incorporated from multiple elementary school sites within the Newport Mesa Unified School District.
2. Transport children to and from Girls Incorporated functions including field trips.
3. Knowledge of current safety and road regulations for the state of California.
4. Ability to maintain a safe environment within vehicle while transporting children (i.e. proper discipline techniques, etc).
5. Daily vehicle inspection, ongoing maintenance (fueling, washing, etc).
6. Maintaining accurate, daily logs/records of vehicle and children to be transported.
7. Work cooperatively with Girls Inc. staff. Must work well within a team environment.
8. Report suspected child abuse in accordance with California law.
9. Must be a good role model for youth - lead by example.
10. Perform other related duties as assigned.

### **Qualifications:**

#### REQUIREMENTS:

- Must have a current Class B California driver's license
- Must have Youth Bus Certification
- Must provide a copy of current, violation free driving record from DMV
- Must be at least 21 years of age
- Must be able to work in the United States
- Must pass a FBI background check and pre-employment drug test
- Must have a negative TB test/chest x-ray result
- Must be available to work some evenings and weekends

**Compensation: \$12-\$14 per hour**

**To Apply / Contact Information:**

**Please email cover letter and resume to Kimberly Harnish, Elementary Programs  
Coordinator at [kharnish@girlsinc-oc.org](mailto:kharnish@girlsinc-oc.org).**

**Deadline: Open until filled**