



Position Announcement

Today's Date: 09/12/2017

Posting #: 8472

Job title: Van Driver

FLSA/ Code/ Status: Nonexempt / 1221 /CUB unrepresented

Location: Westside YO Community Center

Starting Salary: \$13.90 per hour _Part Time 27 hours per week

Status: Temporary with no Benefits

Position Overview:

The Westside Youth Opportunity Center (WSYO) serves 14 year old youth up to 24 year old young adults. The Van Driver transports youth program participants to and from the WSYO and other designated locations. Works hours are 3:00pm to 8:30pm, Monday through Friday, start and end hours may fluctuate.

Typical Examples of Work Performed:

- Responsible for driving participants to training sites and other designated locations throughout the city.
- Routinely monitors vehicle fluids levels and general condition of assigned vehicle regarding safety.
- Ensure the observance of vehicle passenger safety guidelines in accordance with the law and the MVA.
- Complete accurate and thorough participant and vehicle incident reports as necessary.
- Assist with facility upkeep.
- Performs other duties as required.

Key Attributes:

- Ability to drive an automotive vehicle in a safe and courteous manner.
- Ability to understand and follow oral and written instructions.
- Ability to express ideas, both orally and in writing.
- Knowledge of principles and practices of automotive operation.
- Knowledge of the Baltimore metropolitan area.
- Knowledge of positive youth interaction, strategies for guidance and communications.
- Ability to work as a member of a team to assure project completion.
- Ability and willingness to satisfactorily complete certification course as Baltimore City vehicle operator

Required Education & Experience:

- High School Diploma or GED.
- One year of driving experience without any violations.
- Or, any equivalent combination of education and experience.

Special Requirements:

- Must possess a valid Maryland driver's license with no more than three points on record
- A copy of a driving record that is no more than three days old at time of interview.
- Ability to work weekends and evenings as required.
- Criminal Background Investigation required