



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Glacial Community YMCA

YMCA at Pabst Farms – Watertown Area YMCA

Position Description

TITLE: Bus / Van Driver
DEPARTMENT: Choose an item.
STATUS: Part-time, Non-exempt
REVISED: Jul-24

CHAIN-OF-COMMAND REPORTING:



POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Ensure safe operations of Y vehicles and transportation of participants associated with specific Y programs or services.

QUALIFICATIONS:

- At least 18 years of age with a valid regular driver license and acceptable driving record.
- Ability to successfully pass written and behind-the-wheel evaluations for Y mini-buses and vans (to be assessed post-hire).
- Previous experience working with school-aged youth preferred.
- Willingness to attend meetings, training, and obtain additional certification as requested.

ESSENTIAL FUNCTIONS:

- Abide by all Y and State regulations associated with proper and safe operation of vehicles.
- Maintain vehicle and/or participant records, logs, and other documentation as assigned.
- Exemplify and uphold all policies and procedures of the YMCA.
- Ensure safety and cleanliness of all equipment and vehicles.

YMCA COMPETENCIES (Leader):

Advancing Our Mission & Cause

- Seeks to understand and support change efforts.
- Recognizes and articulates that the Y is a not-for-profit, charitable organization committed to serving the entire community.
- Shows appreciation and respect for the time, talent, and contributions of all volunteers.

Building Relationships

- Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
- Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions.

- Embraces all dimensions of diversity (i.e., ability, age, culture, ethnicity, faith, gender, income, national origin, race, religion, sexual orientation, socio-economic status, etc.) by treating all people with dignity, compassion, and respect.

Leading Operations

- Responds to challenges with possible solutions in a timely manner.
- Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Improvises quickly and appropriately when faced with unexpected circumstances.
- Delivers a high-quality experience to members, participants, or project teams.

Developing & Inspiring People

- Acts in alignment with personal and organizational values in all situations.
- Remains calm and objective when under pressure or when challenged by others.
- Accepts responsibility for behavior.
- Operates with openness and a willingness to receive ongoing feedback from all levels of the organization.

DISCLAIMER:

Other duties may be assigned to this position at the discretion of the reporting supervisor.

Performance evaluation, based on essential functions and competencies, will be conducted annually.

By signing this description, I acknowledge that I possess all qualifications stated and am **able / unable** (circle one) to perform all essential functions without special assistance.

Employee Signature

Date