Month & Year

JOB POSTING

Child Care Class IV Driver

Burnaby Neighbourhood House is a non-profit organization, offering a wide range of supportive programs and services that address the diverse needs of local residents. Located on the traditional, unceded territories of the Coast Salish Nations, we are a volunteer driven community-funded agency with a unique focus on neighbours supporting neighbours.

The Class IV Driver requires someone who is positive, energetic, and experienced working with a variety of people of varying abilities.

General Duties and Responsibilities:

- Promotes Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve client integration across program areas.
- Assist staff with loading and unloading children on the bus.
- Transport children and program staff to and from designated schools.
- Transport children and/or agency program clients and program staff to and/or from established destinations.
- Drive the vehicle along established routes.
- Perform routine checks of vehicle as required (pre-trip inspection prior to each trip).
- Report delays, mechanical problems or accidents to supervisory personnel.
- Ensure required documents are completed in a timely manner (daily driver log sheets).
- Fill the vehicle with fuel when needed.
- Clean the vehicle to a schedule worked out with Operations Manager.
- Assist Operations Manager in scheduling regular maintenance and government vehicle inspections.
- Direct passengers during emergency evacuation procedures.
- Communicate respectfully and effectively with staff, children, parents, other agencies and the local community.
- Demonstrate inclusive attitudes and practices to accommodate and support the diversity of the local community.
- Attend and participate in regular meetings as appropriate. Participate in training and other learning activities as required.

Qualifications:

- Unrestricted Class IV BC Driver's License.
- Clear Driver's Abstract.
- Current 1st Aid/CPR.
- Experience working with children preferred.
- Knowledge and awareness of issues surrounding diversity and multiculturalism.

- Excellent interpersonal, organizational and communication skills.
- Current criminal record search.
- Ability to perform moderate physical activity including vacuuming, sweeping, walking, standing, bending

Location: Twelfth Avenue Annex – 7634 12th Ave, Bby, V3N 2K1

Accountability: This position reports to the Hub Coordinator.

Hours & Pay Rate: September-June; no driving on school breaks (Pro-D days, winter and spring break). Mon-Fri split shift; 8:00-9:30 am & 2:30-4:00 pm.
Hourly Rate: $21.98 per hour
Vacation Pay: 4% vacation pay paid on each pay cheque
Benefits**:** Due to the limited hours of this part-time position, the position is not eligible for the organization's extended health and other employee benefit plans.

Start Date: As soon as possible.

Deadline: Until position is filled

To apply please Email resume to: saras@burnbynh.ca

Thank you for your interest in this position, however, only short-listed candidates will be contacted.
No phone calls please

The Burnaby Neighbourhood House is a charitable non-profit organization. We are a volunteer driven, community funded agency with a unique focus on neighbours supporting neighbours.