



**Boys and Girls Clubs of Metro South**  
**Job Description**

**TITLE:** 7D Van Driver  
**JOB FAMILY:** Program  
**FLSA STATUS:** Non-Exempt  
**REVISED:** May 2019

**POSITION SUMMARY:**

Responsible for the transportation of children enrolled in the Club programs from designated schools to the Boys & Girls Clubs of Metro South sites.

**ESSENTIAL FUNCTIONS:**

- Transport children from designated schools to Club sites.
- Monitor all children while transporting to the Club sites.
- Provide open communication with parents, children, and staff to assure highest standards of care are being met.
- Participate in promoting, and enforcing of established ground rules.
- Participate in maintenance of cleanliness and safety of the physical environment.
- Other duties as assigned.

**QUALIFICATIONS:**

- Minimum of 21 years of age.
- Valid Massachusetts class 7D transportation license.
- Current knowledge of state and Club standards and regulations specific to MA Department of Early Education and Care.
- Ability to effectively interact with children on a range of issues.
- Demonstrated ability to make mature judgments in difficult situations.

**BOYS & GIRLS CLUB COMPETENCIES:**

**Mission and Community Oriented:** Accepts and demonstrates Boys & Girls Club values. Works effectively with people with different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve others and fulfill community needs.

**People Oriented:** Seeks first to understand other person's point of view; remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Results Oriented:** Strives to meet and exceed goals and deliver a high value experience for members. Embraces new approaches and discovers new ideas to create a better experience. Makes sound judgment and transfers learning from one situation to another. Establishes

goals, clarifies tasks, plans work, and actively participates in meetings. Supports fundraising, follows budgeting policies and procedures, and reports financial irregularities immediately.

**Personal Development Oriented:** Accurately assesses personal feelings, strengths, and limitations, and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change; seeks opportunities in the change process.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands of this position are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.

**WAIVER:**

**I have reviewed the above job description and understand my responsibilities as described:**

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Boys & Girls Clubs of Metro South reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment.

**Understood and Agreed To:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_