



MI'KMAQ NATION POSITION DESCRIPTION

TITLE: Transportation Driver

CLASSIFICATION: Full-Time

IMMEDIATE SUPERVISOR: Boys & Girls Clubs of Border Towns Presque Isle Unit Director / SAMHSA Native Connections Project Coordinator

SUMMARY OF POSITION:

The van driver provides safe and efficient transportation for students to and from BGC/Education program, activities, events such as neighborhood pickups, summer program pickups, recreational outings, musical performances, etc. The candidate is expected to comply with all organization policies and procedures as well as State licensing requirements that apply to group child care centers. Will complete pre and post vehicle checks to ensure vehicle cleanliness and functionality.

EDUCATION (OR EQUIVALENT EXPERIENCE): High School Diploma or equivalent, Valid Maine driver's License and must have a clean driving record.

EXPERIENCE: Preference will be given to candidates with prior experience working with children and experience driving.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:

Create a safe, diverse, and welcoming environment for youth * Make sure that children are wearing their seat belt at all times* Observe the speed limit and all road signs and signals during the task of delivering the children safely to their destinations * Help club/education director and support team with youth on field trips and events * Communicate as needed with club/education director and parents or guardians of youth * Keep the van clean and gassed up at all times, daily safety inspections of van, record the number of miles traveled, and keep any receipts that are related to the trip * Communicate with Club/education director about maintenance issues with the van * Help out as a floater in any program area when not on field trips or taking members places in the van * Maintain a current understanding of procedures if an accident should occur with the van, with or without members in the van * Other duties as assigned by manager or site directors

The Closing date for the Transportation Driver is August 4, 2021. If you are interested in applying for this position. *You must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated that you have obtained in your application, along with a cover letter and a resume.* A complete Job Description and an Applications can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call Cheryl Smart at 764-1972 to have an application mailed.

An offer of employment will not be made without a successful DHHS and State of Maine background checks. The successful candidate must also submit to an FBI fingerprint background check.

Please send the completed Job Application to the following address or email:

Cheryl Smart

Attn: Human Resource Assistant

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.



BOYS & GIRLS CLUBS
OF BORDER TOWNS

