



**BOYS & GIRLS CLUBS  
OF SOUTHERN MAINE**

At Boys & Girls Clubs of Southern Maine, our mission is to inspire and enable all young people, especially those who need us most, to realize their full potential as responsible, caring, and productive citizens. We provide a safe place, caring mentors, and a full range of expanded learning opportunities for children and teens ages 6-18.

## **VAN DRIVER**

**Boys & Girls Club of Southern Maine, Portland/South Portland location:** seeking part-time van drivers to transport members from school to club locations, on field trips and to/from home. With safety of youth and teens as top priority, van drivers will provide daily transportation to meet program needs.

### **Responsibilities:**

- Drive a 12-passenger van and transport youth and teens around the Portland area.
- Perform daily pre and post route safety inspections on assigned vehicle. Report any issue to Unit Director.
- Keep the vehicle free from damage, in acceptable condition, and maintain a consistently clean interior.
- Keep written records of trips, mileage, and records of passenger counts.
- Document incidents and accidents with written reports when necessary.
- Follow all the rules of the road.

### **Qualifications/Skills:**

- Hold a valid driver's license and possess an excellent driving record.
- Demonstrate excellent attendance and reliability.
- Must be at least 21 years old with a high school diploma, GED or equivalent.
- Ability to work afterschool and evening hours
- Ability to perform considerable reaching, stooping, and bending as it pertains to the responsibilities above (routine vehicle inspections, custodial upkeep of the van, etc.).
- Hearing and vision abilities within normal range (corrected) to drive safely and to observe and communicate with members.

### **Schedule/Perks:**

- Summer Hours: M-F 10a-5p
- School Year: M-F 1:30-6:30p
- Team oriented work environment
- Maine Earned Paid Leave – up to 40 hours PTO per year based on hours worked.
- \$18.00 per hour

Interested applicants should submit a cover letter and resume to [HR@bgcsm.org](mailto:HR@bgcsm.org) highlighting relevant experience.

Boys & Girls Clubs of Southern Maine (BGCSM) encourages applications from candidates committed to the support of diverse, welcoming, and inclusive Clubhouses.

BGCSM does not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law.

Note: This job description is intended to provide a general overview of the position. Duties, responsibilities, and requirements may be subject to change based on organizational needs.