

Boys & Girls Clubs of St. Charles County

DRIVER

Boys & Girls Clubs mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. As a powerful testament, an astounding 54% of national Club alumni have expressed that the Club has had a life-altering impact on them.

Under the direction of the Unit Director and/or Unit Coordinator, the Driver is responsible for providing safe and reliable transportation for Club members ages 5–18 using Club vehicles. The Driver plays a vital role in ensuring members arrive safely to and from the Club, schools, and approved field trip locations while maintaining a positive and supportive environment.

FLSA Status: Non-Exempt, 15 hours per week during the afterschool program and up to 29 hours per week during the summer camp.

Key Roles:

- Safely transport Club members to and from designated locations.
- Contribute to ensuring a safe, positive Club environment.
- Model respectful and responsible behavior for youth.
- Support the mission of enabling all young people to reach their full potential.

Key Responsibilities:

- Operate Club vehicles in a safe and lawful manner at all times.
- Pick up and drop off members according to established routes and schedules.

Conduct daily vehicle inspections and report maintenance needs promptly.

- Maintain accurate transportation logs, attendance records, and required documentation.
- Ensure all members follow transportation safety procedures.
- Supervise youth during transport to maintain a safe and orderly environment.
- Communicate effectively with Club staff regarding attendance, route changes, or concerns.
- Maintain cleanliness and organization of Club vehicles.
- Participate in transporting members for field trips and special events as needed.
- Maintain confidentiality of members, families, and Club information.
- Attend required trainings and meetings.
- Perform other duties as assigned.

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Competencies:

- Safe driving record and strong knowledge of traffic laws.
- Ability to supervise and manage youth appropriately during transportation.
- Strong verbal communication skills.
- Reliable, punctual, and responsible.
- Ability to remain calm and make sound decisions in emergency situations.
- Flexible and adaptable to schedule changes.

Other:

- Some evenings and occasional weekends may be required.
- Valid driver's license and automobile insurance.
- Must have a Class E license (required for transporting members).
- Clean driving record.
- Background check and employment eligibility verification required.
- Ability to lift 25-50 lbs and stand for extended periods of time.
- High school diploma or equivalent.

To apply:

Send an interest email/cover letter and resume to: adminunit@bgcstc.org with the subject line, "Driver."

The information presented indicates the general nature/level of work expected of individuals in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties and responsibilities assigned to this role.

Don't check off every box? Apply anyway! Studies have shown that women and people of color are less likely to apply for positions unless they meet every listed qualification. At BGCSTC we are dedicated to building a diverse and inclusive workplace and developing new voices. If you're excited about this role but your experience doesn't align perfectly, we encourage you to apply anyway – you might just be the right candidate.

Boys & Girls Clubs of St. Charles County (BGCSTC) is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, national origin, age, disability, genetic information,

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marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws.