



## POSITION DESCRIPTION

**TITLE:** Field Trip Supervisor/Van Driver

**REPORTS TO:** Berlin/ Ripon/ Green Lake Site Coordinator

**Wage:** \$14-18/hr

### Job Summary:

Supervise all field trips and safe transportation of youth to/from club-related activities. Responsibilities include vehicle inspection and maintenance in preparation of trips, safely transporting youth, volunteer/staff coordination, and meeting youth needs to make sure trips are safe and enjoyable. It is the responsibility of every staff member to cultivate and maintain positive donor relationships.

### Qualifications:

- High School Diploma, or GED.
- Experience working with youth; knowledge of youth development
- Proven ability to motivate youth and manage behaviors
- Good communication skills both verbal and written
- Proven ability to plan and implement quality programs for youth
- CPR/First Aid Certification (will train)
- Valid driver's license and excellent driving history
  - Must be **24 years or older** to drive youth

### Job Responsibilities:

- Promote summer field trips with Club youth
- Oversee field trip operations
- Work with Teens 2 Work coordinator for scheduling teen transportation needs
- Safely transport youth to/from field trip locations and/ or job placement sites, utilizing 12-passenger Club vans
- Respond appropriately and use good judgment when dealing with children, parents/guardians, and emergencies
- Oversee the safety of Club youth while in community settings/on field trips
- Report critical incidents to the supervisor in a timely manner and complete all safety-related reports
- Provide youth with well-rounded programming at various locations in the community and surrounding areas
- Be prepared with all the supplies necessary for trips; packed lunches, permission slips/emergency contact information, emergency phone, and medical supplies
- Maintain consistent expectations to ensure appropriate discipline and group management in the van and the community



- Conduct all Club programs in a way that promotes sportsmanship and fair play
- Help maintain Club vehicles by keeping them clean, and make sure they have plenty of fuel/check oil. Report on any vehicle problems to the Site Director immediately
- May be asked to do other duties, which benefit the organization
- Serve as a Mandated Child Abuse Reporter, per Club policy

**Physical and Mental Requirements:**

- Must be able to interact physically with children during program activities
- Ability to sit or stand for long periods
- Ability to lift a minimum of 30 lbs.
- Must be able to think clearly and concisely
- Must be able to function in a loud environment with high energy interacting with multiple aged members
- Must be able to work in a variety of environments, including outdoor activities in a variety of weather conditions