



Child Care Class IV Driver

The Burnaby Neighbourhood House serves as a community focal point – a place where families and individuals can go to get support and services; a place where new immigrants become involved in their community and can find information and resources that will help them with their adaptation and integration into the community; where seniors and youth can gather; and where all these groups can come together in activities and events that aim to link generations and cultures and create a stronger community.

It seeks the involvement and input of community members in the development and implementation of supportive programs and services. It draws residents together to create a healthier community through their involvement.

Job Description:

The position of Class IV Driver requires someone who is positive, energetic, and experienced working with a variety of people of varying abilities.

General Duties and Responsibilities:

- Promotes Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve client integration across program areas.
- Assist staff with loading and unloading children in the van.
- Transport children and program staff to and from designated schools.
- Transport children and/or agency program clients and program staff to and/or from established destinations.
- Drive the vehicle along established routes.
- Perform routine checks of vehicle as required (pre-trip inspection prior to each trip).
- Report delays, mechanical problems or accidents to supervisory personnel.
- Ensure required documents are completed in a timely manner (daily driver log sheets).
- Fill the vehicle with fuel when needed.
- Clean the vehicle to a schedule worked out with supervisory personnel.
- Schedule regular maintenance and government vehicle inspections.
- Direct passengers during emergency evacuation procedures.
- Communicate respectfully and effectively with staff, children, parents, other agencies and the local community.
- Demonstrate inclusive attitudes and practices to accommodate and support the diversity of the local community.
- Attend and participate in regular meetings as appropriate. Participate in training and other learning activities as required.

Our Mission is to make neighbourhoods better places to live.



Qualifications:

- Unrestricted Class IV BC Driver's License.
- Clear Driver's Abstract.
- Current 1st Aid/CPR.
- Experience working with children.
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Excellent interpersonal, organizational and communication skills.
- Current criminal record search.
- Ability to perform moderate physical activity including vacuuming, sweeping, walking, standing, bending.

Hours of Work:

September-June; no driving on school breaks (Pro-D days, winter and spring break). Mon-Fri split shift; 8:00-9:30 am & 2:30-4:00 pm.

Rate of Pay:

\$15.51/hour.

Reporting:

The Program Driver will report to the centre Supervisor and Hub Coordinator.

Please reply with resume and cover letter quoting the position you are applying for to:

Hiring Committee
Email: saras@burnabynh.ca

Closing date: October 27, 2017

Positions start: As soon as possible

This position is open to male and female applicants and we thank all who apply. However, only those candidates to be interviewed will be contacted. **No phone calls please.**

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4460 Beresford St. Burnaby, BC V5H 0B8 P: 604-431-0400 F: 604-431-9499 info@burnabynh.ca www.burnabynh.ca

