



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.

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



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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