

Job Description

Job Title: Fun in the Sun Field Trip Specialist/Van Driver

Supervisor: Fun in the Sun Program Coordinator

Location: Carpinteria, Santa Barbara, Goleta, Santa Ynez

Status: Seasonal, Non-exempt

Hours: June 10th-July 26th, 2019; up to 35 hours a week

GENERAL SUMMARY:

During summer months from June to August, UWSBC provides Fun in the Sun (FITS), a summer learning program at several sites throughout Santa Barbara County. Fun in the Sun program activities are educationally based to help prevent economically challenged and academically at risk students from losing academic skills gained from the school year. The van driver is responsible for transporting all FITS participants to and from all planned field trips in a safe and timely manner.

Qualifications and Requirements

- Excellent driving record and ability to obtain a Department of Motor Vehicles Class “B” license.
- The ability to work with a diversity of people and to facilitate cooperative work.

Duties and Responsibilities

Licenses and Certifications:

Position is contingent upon obtaining the following licenses and certifications:

- Paid training will be provided by United Way.
- CPR.
- DMV physical exam.
- TB test.
- First Aid certified.
- 8 hours driver training.
- Background check and fingerprinting.
- Completion of written, pre-trip inspection, and behind the wheel DMV tests for Class “B” license.

Driving and Safety:

- Arrive on time to complete pre trip inspection daily.
- Assist Program Leaders in maintaining good behavior of youth in vans.
- Ensure that all passengers are safely secured in the vehicle before departure.
- Never leave youth unattended in vehicle.
- Never fuel vehicle with passengers on board.
- Insure that children are dropped off and picked up in a safe manner.
- Fuel vans and maintain at least a ½ tank of gas at all times.
- Properly lock and store the van upon completion of van use.
- Always use emergency brake when parked.
- Maintain proper radio procedures when driving.
- Clean the interior and exterior of van weekly and as needed.

General

- Is familiar with United Way’s Fun in the Sun policies and procedures
- Attends ALL staff meetings, trainings and workshops
- Informs the Fun the Sun Coordinator of any program changes
- Assists other program staff with special events

- Is a positive role model for children.
- Performs other duties as assigned.
- Attends a paid, 3-hour debriefing session at the end of the program (August)

General Skills

- Two years' experience driving youth.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the described functions.

Language Skills

- Ability to speak, write, or understand Spanish is desired.

Certificates, Licenses, and Registrations

- Valid Class B driver's license.
- First aid and CPR certified.
- TB Test.
- Pass a fingerprint and background test.
- Ability to maintain stable performance under pressure or opposition.
- Ability to be flexible in changing daily workload priorities as directed.
- Ability to coordinate and synchronize multiple projects.
- Ability to conduct a significant amount of planning activities for self and others.
- Ability to take initiative and make decisions within company guidelines.

Physical Demands and Work Environment

- The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk; hear; sit; and use hands to finger, handle or feel. The employee is frequently required to use one or both hands repetitively; grasp simply and lightly; and grasp with one hand only. The employee is occasionally required to stand; walk; use both hands repetitively; grasp firmly with both hands; push and/or pull; use both hands with fine dexterity; reach overhead with hands and arms; climb or balance; use stairs; stoop, kneel, bend, or crouch; lift and/or move up to 25 pounds; and walk on uneven ground and between buildings. Normal 20/20 vision ability (with corrective lenses, if needed) is required by this position.

Organizational Background

United Way of Santa Barbara County (UWSBC) has the unique and positive vision that "in our community, everyone has a hopeful future." Since 1923, UWSBC has served Santa Barbara County community through funding, volunteer development, and by utilizing its own unique initiatives and partnerships that involve dozens of local non-profit and public sector agencies. UWSBC's local community driven **Power of Partnership™** priorities help children, families & seniors with a focus on Education, Income and Health.

General: This description contains the essential functions necessary to evaluate the position. It is not intended and should not be used as an exhaustive list of all responsibilities, skills or efforts.

Employee	Date	Human Resources Department	Date
----------	------	----------------------------	------

Department Manager	Date	CEO	Date
--------------------	------	-----	------

Proprietary: This document and information may not be produced, used, or disclosed without the written permission of United Way of Santa Barbara County

To submit resume, contact:
Melinda Cabrera, Community Impact Officer
Email: mcabrera@unitedwaysb.org
Phone: 805-965-8591 x111