

CAMP FIRE HEART OF IOWA

BUS DRIVER

JOB SUMMARY:

The Bus Driver will transport day campers and staff by bus on any required trips during the program day. This position will also be responsible for performing a daily pre-check of the bus, recording pertinent information in maintenance logs, confirming that the vehicle has adequate fuel prior to any trip, and ensuring that all passengers are following Camp Fire's safety policies. Ability to obtain a Class B CDL Driver's License with a Passenger Endorsement is a requirement of this position. Camp Fire will provide all necessary training and resources to obtain this certification. This individual will also be expected to fulfill all duties outlined in the Day Camp Counselor Job Description. Qualified applications must be creative, flexible, enthusiastic, open to working with youth and staff of any background, comfortable leading small and large groups of people, and willing to take on additional responsibilities when required.

DATES OF EMPLOYMENT: Summer Season (May – August)

CLASSIFICATION: Seasonal (Full Time)

REPORTS TO: Site Director, Program Coordinator, and Team Lead

QUALIFICATIONS:

1. Must be 21 years of age or older with a valid driver's license and clean driving record to be approved by Camp Fire's insurance
2. Possess current First Aid/CPR/AED certification, or have the ability to become certified through Camp Fire's training process
3. Successfully pass required background screening
4. Experience working with youth of diverse backgrounds and abilities
5. Interest and experience in outdoor recreation and education
6. Ability to obtain a Class B CDL Driver's License with a Passenger Endorsement

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions.

1. Use of hands, fingers, arms, feet and legs to perform daily duties
2. Ability to speak and hear
3. Ability to pass a drug/alcohol test and obtain a CDL Medical Certification
4. Significant sitting, standing, walking, and physical activity
5. Significant amount of time spent outdoors
6. Ability to lift and carry fifty (50) pounds
7. Ability to constantly interact with the public in a professional manner
8. Ability to perform professionally in stressful situations
9. Ability to follow proper wearing, cleaning and/or replacement procedures of Personal Protective equipment (masks, gloves, etc.) for approximately 8-10 hours a day in all climates

ESSENTIAL FUNCTIONS:

1. Transport day campers and staff by bus to all required locations during the program day
 - Be aware of each destination's location and the travel time required to maintain the transportation schedule
 - Ensure that all passengers are adhering to Camp Fire's safety rules and policies
 - Obey all traffic laws
2. Ensure that the bus is mechanically safe and prepared for each trip

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- Perform a daily pre-trip of the vehicle prior to any trips and replace any necessary fluids
 - Complete a daily maintenance log and record important information
 - Contact the Site Director immediately if there are any concerns about the vehicle
 - Ensure that the bus has adequate fuel prior to any trip
3. Supervise and care for day campers in accordance with the Day Camp Counselor job description and responsibilities
- At all times, be responsible for camper supervision and safety
 - Be a positive role model for all day campers
 - Interpret Camp Fire's rules and policies to day campers and ensure that they are followed and respected
 - Provide First Aid care at all necessary times, log all pertinent information, and reports all accidents and injuries to the Team Lead
4. Work cooperatively with the Site Director, Team Lead, and other staff members
- Arrive on time for work each day. When requesting time off, or when ill, communicate with the Site Director and Team Lead in an efficient and timely manner.
 - Inform the Team Lead of any conflicts or problems that arise as soon as they occur.
 - Perform all duties as assigned to the best of your ability and with a positive attitude

Pay: Additional \$20 per week on top of starting Day Camp Counselor weekly salary (\$330)

Our Commitment:

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.

. Visit <https://www.campfireiowa.org/about/employment-opportunities/> to learn more and apply!