



Job Title: **Van Driver/Mentor**

Leadership Level: Individual

FLSA Status: Non - Exempt

Status: Part Time (3-15 hours/week) – \$12/hr

Reports to: Logistics Coordinator and Program Director

### **POSITION SUMMARY:**

This position is for the role of **VAN DRIVER**. The van driver is primarily responsible for the safe and reliable transportation of SAYM mentees/volunteers/staff to and from SAYM programming and events. The van driver is responsible to uphold all policies laid out by the Board and is directly accountable to the Logistics Coordinator and Program Director for executing Job Description, and exercising "Competencies and Character" well. Everything we do with mentees during program nights hinges upon van drivers doing

### **ESSENTIAL FUNCTIONS:**

1. Communicate well with the Logistics Coordinator and Program Director to understand personal scheduling/driving responsibilities/routes.
2. Get to know mentees and parents on routes and become familiar with zones and pickup lists in order to ensure safe pickup and drop off and make sure only mentees who are on pickup lists are picked up.
3. Pick up and drop off mentees on your list. Be flexible to work with other drivers to ensure all mentees are picked up safely. Give reasonable time for mentee to come out. Willing to call or knock on the door, or send a mentee to knock on the door.
4. Understand the vehicle you are operating and promptly report any van needs to the logistics coordinator to be resolved. (Air in tires, fluids, dents and scratches, etc.)
5. Willing servant during hours. (Hall monitor, clean up, etc.)
6. Van drivers are essential to the movement of SAYM and must be available for occasional Logistics Team meetings, Staff Meetings, or one on ones to ensure good communication and effectiveness.

### **VALUED FUNCTIONS:**

1. Willing and capable mentor of mentees.
2. Google drive literate (timesheet, event sheet purposes, etc..)
3. Patience - Willing to call or knock on the door, or send a mentee to knock on the door.
4. Willingness to go into uncomfortable places (pick up and drop off of mentees, delivery/pickup of paperwork, etc...) \*SAYM WILL NEVER put anyone in a dangerous situation against their will/uncomfortability. External awareness is a competency, and one in this position would be expected to grow in confidence and peace with the footprint in which we serve.

### **POLICIES:**

1. Scheduling - Van drivers must be prepared to drive every day they are scheduled for. If a day off is needed, please communicate with the Program Director/and Logistics Coordinator a minimum of **ONE WEEK** in advance. In the case that an emergency arises, van drivers must communicate the emergency to the Logistics Coordinator providing enough time to

find a replacement.

2. Use of time - While van drivers are on the clock, it is important that they remain engaged in support of SAYM in some way shape or form. Van drivers can help with kids, help with mealtime responsibilities/cleanup, help with hall and class monitoring, etc. There may be times when mentees have to go home for behavior reasons or sick/injury reasons. Van drivers must be available to take kids home when needed. Van drivers may be permitted with permission from the Ministry or Executive Directors to leave the site and handle personal errands and responsibilities. NOTICE: Any time not engaged in SAYM related activity can not be paid by SAYM. And time needed for personal activities while working should be kept to occasional need only.
3. Pickup - Students who are not on Master Roster will have to be taken immediately back home. Be sure that only mentees who are on the driving list are picked up.
4. Review - Any decision made that goes against the functions and policies outlined will result in a note in your file; this way we can keep track of ways to improve what we do. NOTICE: Too many notes may be an indication that a driver is not ready to take on the responsibility, and may need time off or may need to be in a different role. Be sure to stay focused on the functions and policies to ensure SAYM does the best job possible at blessing kids, parents, volunteers, other staff, and the community with our job.

### **CHARACTER (Individual):**

Resilience: Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.

Accountability: Holds self accountable for measurable high-quality, timely, and effective results. Determines objectives and sets priorities. Accepts responsibility for mistakes. Complies with established policies, processes, and procedures in accordance with all Best Practices.

Interpersonal Skills: Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations including mentees, parents, staff, volunteers and others always but especially while representing SAYM.

### **COMPETENCIES (Individual):**

Conflict Management: Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner. Manages frustration in personal conflict as well as the conflicts of others.

External Awareness: Well aware of surroundings, local current events that can impact the temperature of the communities we serve and the neighborhoods we drive through. Spatial awareness is also important to the physical safety and public safety of self and other children.

Flexibility: Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles. Able to go with the flow and manage frustrations of changing plans and environments.

Communication (Written and Oral): Can communicate needs, wants, ideas, frustrations, etc. in a clear concise timely manner, as well as the ability to listen well to the communication of others. Should be willing and able to use whatever means necessary (call, text, email, etc..) to gather needed information and deliver information as needed.

**QUALIFICATIONS:**

- 1. Must be in agreement with our SAYM Statement of Faith.
- 2. Must be at least 21 Years old to drive SAYM vans per insurance.
- 3. Must have a valid driver's license (active at least a year)
- 4. Scheduling Flexibility/Reliability/Consistency and available mornings, nights, weekends
- 5. Background Check

**Review:**

- 1. All staff are subject to reviews ranging from 3-12 months and will be notified of the frequency prior to starting.
- 2. As SAYM is a non-profit in an ever changing climate, know that functions, qualifications, character needs and competencies are subject to change and will be agreed upon at review if any changes are necessary.

**SIGNATURE:**

I have reviewed, and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor name

\_\_\_\_\_  
Supervisor signature

Today's date: \_\_\_\_\_