

City of Lake City, FL

Classification Description

Classification Title: YOUTH CLUB LEADER/BUS DRIVER
Department: RECREATION

Pay Grade: HOURLY
FLSA Status: Non-exempt

General Description

This is sub-professional recreation work in planning and organizing all after school children's recreation program(s) and providing safe and efficient transportation for participants of the program. This position works under the direction of the Director of Recreation.

Nature of Work

Essential Functions:

- Provides transportation for participants of the Youth Club program.
- Complies with state and local traffic laws relative to the safe operation of a school bus.
- Inspect the bus to ensure the bus is in safe operating condition.
- Assists in planning and organizing assigned children's recreational after school programs.
- Instructs and leads in a variety of daily events and programs.
- Performs roll call and makes announcements daily.
- Performs clerical functions in registering applicants, posting notices, etc.
- Handles disciplinary situations between students.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of

cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of traffic and highway safety rules and regulations and of the precautions necessary to avoid accidents;
- Ability to operate school buses in a safe way;
- Knowledge of various recreational activities and programs;
- Ability to meet the public;
- Ability to plan, organize and carry out daily and special programs; and
- Organizational and safety skills.

Minimum Qualifications: Must be a high school graduate or possess a General Education Diploma (GED) and some recreation supervisory experience required. Must have a valid Florida Driver's Class B Commercial Driver's License (CDL) with passenger and air brake endorsements.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally
- Standing
- Walking
- Driving

Environmental Conditions:

- Works inside and outside

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature