

BOYS & GIRLS CLUB
OF LAKE TAHOE

Job Title: Summer Driver
Reports To: Program Director
Position Type: Full time (summer only)

POSITION DESCRIPTION SUMMARY: Help empower young people to reach their full potential. The Summer Driver is tasked with operating Boys & Girls Club of Lake Tahoe's ("Club") vehicles and safely transporting members, staff, and/or supplies to other Club sites and offsite locations.

KEY SKILLS/KNOWLEDGE REQUIREMENTS:

- Valid California Commercial Driver's License (CDL) with a passenger (P) endorsement (required).
- Excellent driving skills.
- Excellent verbal communication and interpersonal skills.
- Excellent time management skills.
- Thorough understanding of traffic regulations, road signs, and routes.
- Able to operate online map and navigation applications.
- Valid California Commercial Driver's License (CDL) with a passenger (P) endorsement (required).
- Clean driving record and clearance from the Drug & Alcohol Clearinghouse (required).
- CPR, AED, and First Aid certification (preferred).

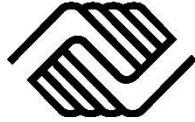
ESSENTIAL JOB FUNCTIONS:

- Drive Club vehicles with passengers to Club-related events, meetings, and to transport supplies.
- Ensure passengers reach destinations safely and on time.
- Observe safety regulations and state laws regarding vehicle operation; ensure passengers also follow applicable safety regulations.
- Maintain an accurate driving log with dates, mileage, and other pertinent information.
- Report any vehicle maintenance, services, or vehicle equipment issues to the supervisor in a timely manner.
- Submit accident reports when needed.
- Effectively communicate with teens, staff members, volunteers, parents, school leaders, and other community members.
- Perform other related duties as required.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

- Represent the Club in a professional and positive manner.
- Ability to drive a vehicle for an extended period of time.
- Ability to lift and carry up to 50 pounds of supplies, equipment, and other items needed for Club-related events.

BENEFITS: The Boys & Girls Club of Lake Tahoe strives to be a fun and fulfilling place to work. The Club values each employee and is delighted to offer generous benefits, including paid holidays and sick time, earned time off, a retirement plan, and retention and recruitment bonuses. All staff have access to professional development opportunities, free Club membership for their children, and an ample supply of Club schwag.



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This is a non-exempt, full-time position based at the Angel of Tahoe Building in South Lake Tahoe. The Summer Driver works during the Lake Tahoe Unified School District's summer break, Monday through Friday, 9 a.m. - 5 p.m., with occasional work in the evenings and on weekends. Pay ranges from \$25-28 an hour, depending on experience.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of an employee assigned to this job. All Club employees may be required to perform duties outside their normal responsibilities from time to time, as needed.

The Boys & Girls Club of Lake Tahoe is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy and related conditions, sexual orientation, gender identity, or gender expression), age, disability status, genetic information, military or veteran status, retaliation, or any other characteristic protected by federal, state, or local laws. All job offers are conditional until the completion and passing of a background check.

APPLY: Please submit a resume and cover letter via Indeed or to Molly Coolidge at mcoolidge@bgclt.org.