



**Job Title:** Van Driver

Drives Girls Inc. vehicles to transport girls, and to pick up supplies or donations.

**Essential Functions**

- Must be a consistently safe driver. Must have a valid Nebraska driver's license.
- Must submit to and be cleared by background check reviews as required by the State of Nebraska for licensed daycare employees.
- Must be able to interact appropriately with girls and to ensure that girls follow transportation rules while in Girls Inc. vehicles. Must have good communication with supervisor regarding any concerns regarding girls on transportation.
- Must be able to follow prescribed routes and adhere to pick up/drop off instructions for girls.
- Safety
  - Alert supervisor to any unsafe conditions with girls' behaviors.
  - Alert supervisor to any unsafe vehicle conditions.
- Other
  - Participate in staff trainings as required.
  - Serve as a role model for girls with regards to social skills and communication.
  - Attend staff meetings as required.
  - Complete any necessary paperwork in a timely manner.
  - Assist with the upkeep/maintenance/cleaning of vehicles as necessary.
  - Follow COVID or other health/safety protocols as trained or as per personnel policies/procedures.
  - Other duties as assigned.
- Regular and predictable attendance

**Marginal Functions**

- Other related duties and projects as assigned.

### **Education, Skills, and Experience**

- Must like and relate to children.
- Must be at least 21 years old and possess a valid driver's license and be accepted as a driver by Girls Inc.'s insurance company.

### **Physical Requirements and Working Environment**

- Must be able to lift 15 – 25 lbs.
- Able to communicate, to hear clearly, and see clearly.
- Must have a COVID 19 vaccine or have one scheduled within 30 days of hire.

### **Expected Hours of Work**

Hours may vary but are generally 2:15pm until 6 or 7pm M-F.

Schedules may vary during training weeks and on days when girls are out of school such as teacher –n-service days and holidays.

Some schedule flexibility, to be negotiated with the Director of Transportation, may be possible.

### **Diversity, Equity, and Inclusion Statement**

Girls Inc. of Omaha welcomes all girls and grownups – regardless of race, color, religion, ethnicity, national origin, immigration status, sexual orientation, assigned sex at birth, gender identity or expression, or other differences.

We actively strive to create an anti-racist environment for girls and grownups and to promote a culture of inclusion where all people are free to bring their whole selves to work, play, volunteer, and learn.

We are STRONG because we have to be. Equity work isn't easy; it is uncomfortable. There is no quick fix. We are committed to it.

We are SMART because we acknowledge that the work is ongoing and requires lifelong learning. We are open and ready to learn.

We are BOLD because we are committed to walking the walk: we speak up and we act.

We are part of a movement for a more just and equitable future for the girls we serve and for all people.

**Overtime Status** non-exempt

**Salary** \$14/hour

For inquiries or to send a resume:

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