

# JOB DESCRIPTION

Aberdeen Family YMCA  
5 South State Street  
Aberdeen, South Dakota 57401



## Position: Transportation Assistant-Seasonal

**Supervisor:** School Age Coordinator

**Position Type:** Part-time

**Last Updated:** September 2022

**Position Status:** Non-Exempt

### GENERAL DESCRIPTION:

The Transportation Assistant will be responsible for providing safe transport for school children based on a schedule and route assigned by the School Age Coordinator. Their duties include helping students to board the bus, ensuring students are buckled while in transport, keeping order on the bus and ensuring all students safely exit the bus when stopped back at the YDC. This position will be for the school year during regularly scheduled school days.

**ESSENTIAL FUNCTIONS:** *Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.*

- Availability to work M-F when school is in session 2:30pm – 3:30pm (picking up keys for designated bus from the YDC, driving designated route, returning to YDC, returning keys) **This is approximately one hour a day.**
- Ensuring that all students assigned to the route are accounted for at each pickup and delivery.
- Experience with positive rapport with school age children.
- Authoritative, yet calming demeanor.
- Strong understanding of traffic laws.
- Will obey all traffic laws.
- Must have flexibility and the ability to adapt to changing circumstances. (Weather, change in route, etc.).
- Responds to emergency situations in accordance with CPR, First Aid and Aberdeen Family YMCA policies and procedures. Completes incident and accident reports as required.
- Reports any bus maintenance issues to School Age Coordinator.
- **May** be assigned to fuel vehicles and/or inspect for cleanliness and required safety equipment.
- **May** be assigned to schedule and assist in routine maintenance such as oil changes as needed outside of assigned driving schedule.
- Completion of required training (New Employee Orientation, Child Abuse Prevention, YDC specific online training required for YDC licensing).

### JOB REQUIREMENTS, PREFERRED EDUCATION, TRAINING, AND WORK EXPERIENCE:

- Must be a minimum of 18 years old.
- Satisfactory background check.
- Satisfactory driver's license record check.
- Ability to pass driving test given by YDC School Age Coordinator (CDL is not required).
- Current CPR-PR (CPR for Professional Rescuer) Certification required. (can be obtained upon hire).
- Current First Aid Certification required. (can be obtained upon hire).

**ESSENTIAL FUNCTIONS – PHYSICAL & MENTAL REQUIREMENTS:** *Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.*

- Frequently required to talk or hear.
- Frequently required to bend, crouch, twist or climb.
- Normal memory, taking into consideration the amount and type of information.
- Normal time pressure of decision making.

**COMPETENCIES:** *To perform this job successfully, the employee will demonstrate the following competencies to perform the essential functions of the position.*

- **Attention to Detail:** Works to ensure high quality results; acts in timely manner.
- **Cooperation:** Being pleasant with others and displaying a good-natured, cooperative attitude in line with YMCA values.
- **Dependability:** Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; and completes tasks on time.
- **Judgment:** Display willingness to make decisions; exhibit sound and accurate judgment; and make timely decisions.
- **Oral Communication:** Speaks clearly and persuasively; listens and gets clarification when necessary; responds informatively to questions; provides clear direction when needed.
- **Professionalism:** Approaches others in a polite and tactful manner; maintains composure and reacts well under pressure; treats others with respect and consideration; accepts responsibility for own actions; follows through on commitments.
- **Safety and Security:** Follows safety and security procedures; reports unsafe conditions; uses equipment and materials properly.
- **Self-Control:** Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance:** Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Adaptability:** Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with occasional change, delays, or unexpected events. Asks supervisor when unsure of priorities.
- **Customer Service:** Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.

**WORK ENVIRONMENT:**

- The noise level in the work environment is usually moderate to loud.
- Driving in varied outdoor weather conditions.

*Aberdeen Family YMCA has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

I have read and understand my responsibilities for this role at the Aberdeen Family YMCA as noted above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name