



## JOB DESCRIPTION

**Position:** After School Program Staff - Short Bus Driver

**Reports To:** After School Program Director

**Job Type:** Part-time, hourly (1-5 hours/week)

**POSITION OVERVIEW:** The After School Program Bus Driver is responsible for transporting a number of students from the Dee-Mack School District to the After School Program at NCBC following the dismissal of school on any given day.

### EDUCATION AND EXPERIENCE

- Must be 23 years or older
- Previous experience working with or serving children (preferred)
- Willing to be a member in good spiritual standing at New Castle Bible Church
- Valid Illinois driver's license

### ESSENTIAL SKILLS AND ABILITIES

- Demonstrates spiritual maturity and a growing commitment to the Christian faith
- Comfortable driving a large vehicle
- Communicates well with children
- Comfortable giving directions and playing with children
- Preserves effective working relationships with other people
- Maintains procedures and follows program guidelines
- Maintains professionalism

### RESPONSIBILITIES

- Transport students from the Dee-Mack Schools to the NCBC Intersection Building
- Become familiar with bus rules/expectations for student behavior while transported.
- Monitor student behavior, redirect students as necessary, and inform the After School Director of any incidents.
- Regularly inspect bus for mechanical/miscellaneous problems such as loose seats, broken windows, etc. and report issues to the After School Program Director.
- Perform other related duties as required.

**COMMUNITY IMPACT:** The After School Care Program Staff is considered a direct representative of New Castle Bible Church to the Deer Creek and Mackinaw communities. As such, the program staff is expected to faithfully represent the love of Christ and the values of NCBC, while seeking to serve and prioritize the after school programming needs of our local communities.