

Position/Title: **BUS MONITOR – SCHOOL AGE PROGRAM**
Classification: Non-Exempt/Part Time 16-20 Hours/School Vacation 40 Hours
Reports To: Program Director & Transportation Coordinator
Location: 38 Lawrence Street, Lawrence, MA 01840 or Arlington Mills, 530 Broadway Street, Lawrence, MA 01840
Compensation: \$10 through December 31, 2016 then \$11 on January 1, 2017

ABOUT THE YWCA

The YWCA of Greater Lawrence is a social change organization which exists today for the same reasons it was founded back in 1892: to assure that women have the tools, skills and opportunities needed to become and remain personally and economically self-sufficient. Behind every one of our milestones is a story, a journey and an unwavering commitment to improving the lives of women and their families. The breadth of our offerings is great, with every program and service molded to our mission of helping to foster peace, justice, freedom and dignity for all. Each year we serve over 15,000 people from our Lawrence, Haverhill, Lynn and Salem, NH locations, where people know they can turn for caring, compassionate and highly skilled support.

POSITION SUMMARY

The Bus Monitor is responsible for assisting the bus driver in providing safe transportation to children in the School Age Programs. The Bus Monitor interacts with all Teachers and Teacher Assistants as well as YWCA parents and children.

ESSENTIAL FUNCTIONS

- Escorts children safely to and from the bus, including crossing the street if necessary.
- Ensures all children are seated, with appropriate restraints (car seats or seat belts).
- Ensures that appropriate supervision is present before allowing children to leave the bus. Makes contact with parent/guardian or an approved child care provider before releasing a child, and follows established program procedures if the parent/guardian or an approved care provider is not available to receive the child.
- Checks the bus by walking through and looking at each seat and the floor to assure that all children are safely delivered.
- Delivers children to appropriate classroom teacher or designee upon arriving at the YWCA with children in the morning.
- May assist in the classroom between driving schedules to maintain classroom ratios or allow teachers to leave classroom for training, etc.
- Maintains order on the bus in kind but firm manner; Makes sure children obey all safety rules; Keeps noise levels down so bus driver is not distracted; Provides creative outlets for children during ride (singing, stories, etc)
- Develops annually personal development goals with Supervisor.
- Attends in-service training and staff meetings as assigned.
- Participates in training related to child development and behavior management.
- Demonstrates good work habits.
- Calls supervisor at least two hours prior to scheduled work time when unable to report to work (tardiness, sickness, and other emergencies).
- Completes assigned duties as scheduled; meets deadlines.
- Interacts appropriately and respectfully with children, parents and colleagues.
- Adheres to all policies and procedures as outlined the YWCA Early Child Care policies and procedures manual and the YWCA Employee Guide.
- Performs other job-related tasks as requested by supervisor.

QUALIFICATIONS

- Experience working with young children is preferred.
- Ability to work well with people of various racial, ethnic and socio-economic backgrounds.
- Strong organizational and coordination skills.
- Current First Aide/CPR Certification (or within 3 months of employment).
- Bilingual/Bicultural (Spanish) preferred.

Must Have

- Sixteen (16) years of age or older.
- High School diploma or equivalent (or currently enrolled in high school).

PHYSICAL/MENTAL DEMANDS

Work requires lifting up to 50 pounds, sitting, standing, stooping, bending, walking, climbing, fingering, hearing and seeing. Work requires a high level of patience and concentration while working with children.

Work is varied in nature and is performed with frequent interruptions on bus with constant stops and some emergency situations, which demand the ability to respond immediately, calmly, effectively, and efficiently.

It is expected that all professional staff will function as self-directed members of a team. The activities and performance of the individual in this position shall meet appropriate professional standards and be in keeping with the philosophy and purpose of the YWCA of Greater Lawrence.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This document does not create an employment contract implied or otherwise, other than an "at will" relationship.

The YWCA of Greater Lawrence is an equal-opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, relation or national origin.