

# Job description

## OVERVIEW

Part-time employment opportunity in a family-focused Christian working environment. The Christ School is hiring a morning shuttle driver, with optional additional hours available at our aftercare program, REACH. Hiring loving, engaging, and energetic staff to transport students to and from school and to support the safety and fun of our students after school.

Ideal candidates are experienced, safety conscious, energetic, engaging, and flexible with the passion to help a child learn and mature.

## HOURS

Monday – Friday AM shuttle hours: 6:30 am-8:30 am

Monday -- Friday PM shuttle hours: 3:30-5:00 pm

Optional Monday - Friday after school hours: 3:00 pm – 6:00 pm

No nights or weekends. Workdays follow school calendar (Holidays off!)

## ESSENTIAL SHUTTLE DUTIES AND RESPONSIBILITIES

- Ensure safety and supervision of students.
- Drive shuttle from downtown campus to pick up location in Lake Nona.
- Drive students from Lake Nona to campus in a safe and timely manner.
- Communicate with families about their shuttle needs.
- Note and report any shuttle maintenance needs.
- Maintain a safe and positive environment for students onboard shuttle.

## AFTER SCHOOL DUTIES AND RESPONSIBILITIES

- Ensure safety and supervision of students.
- Implement and supervise safe, fun, and interactive activities and programs.
- Be mobile and constantly engaged with students.
- Create and maintain an appropriate environment.
- Assist students with homework.
- Follow student check in/out and dismissal procedures.

## QUALIFICATIONS

- Evidences and is able to articulate a faith and relationship with Jesus Christ as Lord and Savior.
- Has a safe driving record.
- Successfully pass a Level II Background Screening.
- Experience with lower and middle school students preferred.
- After-school, tutoring, teaching or substitute teaching experience preferred.
- Must be 18 years or older to apply.

## KEY COMPETENCIES

- Understands and supports the The Christ School mission and vision and is able to promote a positive image of the school.
- Works cooperatively and collaboratively with all colleagues.

- Commits to constantly improve.
- Displays flexibility and adaptability in responding to new situations and expectations, and presents a positive attitude and helpful demeanor.
- Demonstrates self-motivation and initiative.
- Possesses a high energy level, physically, mentally and emotionally.
- Evidences attention to detail in organization and planning.

Job Type: Part-time

Salary: \$13.00 - \$15.00 per hour

Schedule:

- Afternoon shift
- After school
- Monday to Friday
- Morning shift

Ability to commute/relocate:

- Orlando, FL 32801: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Childcare: 1 year (Preferred)

License/Certification:

- First Aid Certification (Preferred)
- CPR Certification (Preferred)

Work Location: In person