

Carver has an immediate need for an experienced CDL driver for our Summer Camp program which runs from July 1 through August 9 (Mon/Tu/Thurs, and some Fridays).

About us: The Port Chester Carver Center helps our community thrive through programs that nourish, educate, and empower. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years. In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Informally known as the heart of the community, Carver Center’s programs and services meet the holistic needs of people at every stage of life. Carver Center’s programs address food insecurity; childcare; out-of-school-time enrichment; youth development; services to support immigrants (citizenship classes); programs for senior citizens; aquatics and more.

Position Overview: The employee will be responsible for transporting summer camp enrolled participants to and from our facility for camp sponsored trips/events. Under the supervision of the Camp Director, Port Chester Carver Center Bus Driver is responsible for providing safe transportation to and from program sites while maintaining a supportive and positive atmosphere. Daily inspection, maintenance, upkeep, and the safe and secure handling of the company vehicle must be adhered to. May also provide support in other areas as assigned.

Position Specific Duties/Responsibilities:

- Safely transport camp participants to and from camp events/field trip locations (Collins Bus, seating for 30 children, 21 adults).
- Drive Carver Center vehicles safely according to Carver Center policies and procedures and state laws.
- Communicate regularly with other staff members to report any incidents to supervisor.
- Maintain trip schedule for children as defined by supervisor.
- Employee must have the ability to work independently and communicate well with others.
- Be courteous in all dealings with parents, students, staff and employees.
- It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines, and respectfulness toward others. The employee shall represent the Carver Center in a positive way, both on duty and in connection with Carver Center activities, even though the employee may not be officially on duty.
- Inspect Carver Center vehicles prior to operating for proper fuel, oil, water and see that tires are inflated, and that lights and brakes work properly.
- Record gas level, mileage, and maintenance on designated forms. Clean the bus out daily.
- Complete thorough before and after trip checks each day and record information.
- Report Carver Center vehicle driving and operating problems.
- Follow Carver Center vehicle sign-out and vehicle return procedure.

Physical Demands:

Must be able to stand, walk, bend, carry, push and use both hands when performing assigned duties. Ability to safely drive a bus/van. Ability to respond to emergency situations.

Position Qualifications:

- Minimum 2 years of bus driving experience
- Minimum 21 years of age
- Valid CDL License with passenger endorsement

- Good driving record
- Skill in working with people

Carver Center employment policy requires the completion of a full background check prior to hiring.

Position is three-four days a week for approximately 7 hours per day. Range: \$20-25 /hour.

How to Apply: Email/call Fallen Jean-Baptiste, fjbaptiste@carvercenter.org, (914) 305-6019.

PORT CHESTER CARVER CENTER
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