



JOB DESCRIPTION: DRIVER

The Downtown Boxing Gym Youth Program (www.downtownyouthboxing.org) is a nonprofit after-school program for students ages 8-18. Through education, athletics, mentorship and intervention, the Downtown Boxing Gym (DBG) empowers Detroit students to become positive and productive members of society.

DBG is seeking a part-time Driver to assist in transporting our students to and from the Program. This role reports directly into our Transportation Coordinator. For consideration, please include a cover letter, resume, 3 references and a copy of your Chauffeur's Driver's License when applying for this position.

WHAT IT MEANS TO WORK AT DOWNTOWN BOXING GYM YOUTH PROGRAM

- Believing education is the key to changing lives and helping Detroit students thrive
- Believing that all children, no matter where they live, are able to succeed inside and outside the classroom
- Being a role model and mentor to all children
- Working in a team environment
- Being reflective of your work, and having a growth mindset
- Having high expectations for yourself, our team, and our students
- Using your creativity and thinking outside of the box to always better programming for our students
- Being open and welcome to challenging, but very gratifying work
- Engaging and thriving in a judgement free zone
- Being comfortable working in an environment where no two days are the same
- We are a growing organization - meaning everybody is expected to wear multiple hats
- You MUST pull your own weight - children's futures depend on you
- You must be comfortable leading and taking charge

WHAT DRIVES US // WHY WE CARE

- **Detroit Youth.** Our students are the future of this amazing city. We want to invest our time and resources in them.
- **Determination.** Our students are fearless. We want our students to know they can accomplish anything with hard work, self-confidence, and appropriate support.
- **Empowerment.** Our students are unique. We want our students to pursue their dreams and feel enabled to reach their full potential.
- **Opportunity.** Our students are brilliant and capable. We want them to have access to the resources they need to thrive.



RESPONSIBILITIES

As a Driver, your areas of responsibility and requirements will include:

- Leaving all judgements at the door. Ask questions and stay curious. Never jump to conclusions, and always be willing to ask questions!
- Behave and work with integrity. Engage with authenticity. Be open and be willing to share your testimony, your story and your why!
- Showing up physically, mentally, and emotionally EVERYDAY for yourself and for your DBG family!
- Being an active member of the DBG family by supporting yourself and those around you on our journey to success!
- Team meetings are mandatory attendance, unless otherwise arranged with your manager
- Volunteer for at least 4 DBG activities/ events annually
- At DBG we go above and beyond, not because we have to, but because we want to!
- Proactively design and deliver all needed projects within agreed upon time frame. Recognizing that project direction and timing may change in response to outside environment.
- Align all work to V2POM (V2POM will be explained in depth during the interview)

1. Operate the van in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life. This includes:

- Operate the van in a safe and efficient way according to all relevant legislation, policies and procedures
- Ensure the van is parked in its proper spot with keys securely stored
- Advise DBG staff of any requirements for maintenance or repairs
- Not using cell phones beyond answering calls from dispatch while driving

2. Maintain schedules and maintain order on the DBG Van. This includes:

- Pick up and deliver students as per the daily routes, beginning at 2:30 pm for pickup and 6:45 pm for drop off
- Take attendance on the van during drop off to ensure all students listed on drop off sheet are present, or confirm with DBG staff (front desk staff or dispatcher) that a student has already been picked up
- Ensure students are aware of rules and responsibilities as passengers, including, but not limited to, not bringing food or drink besides water on the van, remaining seated with seat belts buckled properly throughout the entire van ride, not threatening or using violence against any student or driver, and being respectful of everyone on the van
- Have students clean the van upon arrival of the gym
- Maintain order and discipline on the van
- Make note of any behavioural/disciplinary problems using an incident report form

3. Perform other related duties, including:

- Attending biweekly driver meetings set by DBG staff
- Drivers will have the option to drive extra hours transporting kids to and from field trips.



- Drivers will be offered the shifts on a rotating basis to ensure fair distribution of additional hours to those drivers who would like them
- Knowledge of DBG attendance record-keeping system

4. Working Conditions:

- Physical demands: The Van Driver has a moderately strenuous job. The Driver must sit for long periods and requires intense concentration, particularly in poor driving conditions.
- Environment demands: The Van Driver must work in all different weather conditions including extreme cold, extreme heat, snow, sleet, wind and rain.
- Sensory demands: The Van Driver requires intense concentration.
- Mental demands: The Driver must maintain order and discipline on the van while driving in a safe and appropriate manner. Stress can be caused by the need to address behavior issues and discipline problems.

COMPENSATION

Job Type: Part Time

Schedule: Monday- Friday 2:30PM- 9:00PM

Hourly: \$15.00 per hour

QUALIFICATIONS

- Must have a valid Chauffeur's driver's license and pass background checks.
- Comfortable with safely driving a 15 passenger van
- Time and stress management skills required
- Organizational skills required
- Ability to work collaboratively
- Ability to work a split shift. First shift: 2:30pm - 5:00pm / Second shift 6:45 PM - 9:00 PM
- Ability to communicate clearly and effectively
- Experience working with a diverse and high-needs student population
- Ability to act quickly and calmly in emergency situations
- Ability to deal with students and public tactfully and courteously
- Knowledge of traffic laws
- Knowledge of how to deal with children appropriately and safely
- Ability to read and write to record pickups and dropoffs, maintain mileage records and submit incident reports

Personal attributes:

- Be respectful to all staff, students and families
- Be flexible
- Be punctual and reliable
- Demonstrate sound work ethic