

Position: Youth Development Staff

Reports To: Manager on Duty

Supervisory Responsibilities: No

Classification: Full-Time, Non - Exempt

Background Check Requirements: Yes

Shift: between 4:00 pm to 7:00 pm | hours vary, **Remote Work:** No.

Salary Range: \$18 –\$22 per hour, commensurate with qualifications and experience.

Benefits: Paid Holidays, Personal Time, Retirement plan

Job Summary

We are looking for a reliable, safety-focused Part-Time Afternoon Driver to support our youth programs by providing safe and timely transportation for program participants. The Driver plays a critical role in ensuring youth arrive to and from program activities safely, respectfully, and on schedule while upholding the highest standards of confidentiality, professional boundaries, and youth protection.

The ideal candidate is dependable, calm under pressure, and understands importance of maintaining a professional presence while working with young people and families in a community-based setting.

Essential Duties and Responsibilities

- Safely transport youth participants to and from program sites, activities, and approved destinations.
- Follow assigned routes, schedules, and transportation protocols at all times.
- Maintain a calm, structured, and respectful environment inside the vehicle.
- Conduct basic pre-trip and post-trip vehicle safety checks.
- Maintain accurate transportation documentation and incident reports.

Required Qualifications

- Valid MA driver's license with a safe and clean driving record.
- Strong commitment to confidentiality and professionalism and boundaries.
- Reliable attendance and punctuality and communication with the home base while on a route.
- Ensures there is no smoking, vaping, substances or inappropriate content in vehicles.
- Follow instructions, records attendance, adheres to driving schedule and the route.
- Strict adherence to youth safety and ethical conduct policies.