



**RELIEF NURSERY**  
**Evening bus driver- JOB DESCRIPTION**

**Position:** Evening bus driver and child care worker

**Hours of Position:** Varies- Typically M-TH 4-8 when evening classes are offered through Relief Nursery

**FTE/Hours:** Varies- up to 20 hours a week.

**Salary:** \$11.80

**Reports to:** Childcare Coordinator

**Responsibilities:**

Provide childcare and transportation for Relief Nursery children through a therapeutic approach, focusing on awareness of emotions and positive social interactions.

**Requirements:**

- 1.) Knowledge of developmentally appropriate practices and guidance principles.
- 2.) Experience working with children ages birth to 9 years of age.
- 3.) First Aid and CRP certified
- 4.) Current food handlers card.
- 5.) Good driving record, Oregon driver's license and insurance.
- 6.) Over 21 years of age with at least three years of driving experience.
- 7.) Physical ability to lift and carry at least 20 pounds.

**Skills & Abilities:**

- 1.) Work tactfully with a diverse population and at-risk children under the age of 9 years.
- 2.) Maintain a professional demeanor with clients, staff and public at all times.
- 3.) Dependable and flexible, understanding that the childcare schedules often varies greatly.
- 4.) Maturity and good judgment with confidence in ability to function in all situations as they arise, including crisis situations.

**Duties:**

- 1.) Provide therapeutic childcare for Relief Nursery families on site and in the community.
- 2.) Transport children to and from the Relief Nursery for the evening programs.
- 3.) Serve nutritious food for children, following USDA guidelines.
- 4.) Assist with classroom activity preparation and the clean up of the room upon children's departure.
- 5.) Complete the daily responsibilities of the Childcare Coordinator when the Childcare Coordinator is off site, including but not limited to:
  - Document the number of children attending childcare
  - Ensure that the classroom and kitchen are properly cleaned before leaving,
  - Lock the front doors
  - Debrief the night's events with the Childcare Coordinator

**Relief Nursery offers medical and dental after 60 days, generous vacation, sick, personal leave and 403b benefit package for all full time employees.**

**Pre-employment drug screen and criminal background check required. Driving record and proof of insurance required. Closing date: will remain open until filled. Send resume and cover letter to: Relief Nursery, Attn: Kelley Foley, 1720 W.25th Ave. Eugene, Oregon. 97405. Please see full job description [www.reliefnursery.org](http://www.reliefnursery.org)**