

Organization: **Youth & Family Services (YFS)**

Department: **Rapid City Head Start (RCHS)**

Position: **Bus Monitor \*Incentive Pay\***

Status: **Full-Time**

Reports to: **Site Coordinator**

Location: **Rapid City, SD**

**Work Schedule:**

Work Days: Monday through Friday (7:00 AM – 4:30 PM)

Hours/Week: 30 hours/school year; up to 23 hours possibility in the summer

*Work schedule may vary dependent upon program needs.*

Non-smoking work environment. Wage DOEQ. E.O.E.

**“Start now and receive up to \$300 incentive pay per month based on funding. Details available during interview.”**

**Benefits:** YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our [Benefit Synopsis](#).

**Minimum Qualifications:** High School diploma or GED required. May be required, now or in the future, to submit to a DOT physical and acquire a CDL with passenger and school bus endorsement and be willing to submit to random drug testing as required by the DOT. Must meet Head Start Program Performance Standards. Ability to maintain confidentiality. Current vehicle liability insurance and a valid driver’s license required.

**Essential Functions:** Work with the Transportation/Operations Assistant to provide transportation to Head Start children and families, following Head Start Transportation Performance Standards and YFS Transportation Policy. Learn and be familiar with assigned bus route. Be aware of daily schedule changes. Assist children with boarding and exiting the bus. Ensure proper use of child restraint systems, practice child pick-up and release procedures, perform pre- and post-trip vehicle checks, and be aware of emergency procedures involving passengers and/or vehicles. Responsible for completion of any required paperwork. Make sure all passengers are properly restrained. Enforce bus safety rules. Be aware of safety of children at all times. Document and notify teaching staff of any significant and/or important conversations with parents. Make appropriate referrals when necessary. Make sure someone is available to accompany children into the center and that someone over 13, and authorized by the parent(s) is at home to receive them. Maintain confidentiality as it relates to information about children, families, and other staff members. Plan appropriate activities, which actively teach, model, and engage children in play and learning while on the bus. Assist in securing the non-federal match as required. Establish and maintain a positive and trusting relationship with children and their families.

**Additional Functions:** Be ready to be a substitute driver, if required, for all RCHS bus routes. Assist with other duties as assigned when not providing transportation services. Attend all required meetings and in-service trainings as directed by the Program Director. Encourage parent involvement in all aspects of the Head Start Program. Perform childcare duties for parent meetings, centers, and policy council as assigned. Perform Center Based and Home Based excursions as requested. Assume other related responsibilities requested by supervisor. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Promote and support all YFS programs and services.

**Environmental Functions:** Ability to lift up to 50 lbs. Flexible work schedule.

**How to Apply:** For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

**How to Submit Application:**

By email: [yfshr@youthandfamilyservices.org](mailto:yfshr@youthandfamilyservices.org)

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

**Any questions? Call HR Team at 605-342-4195!**