

Organization: **Youth & Family Services (YFS)**
Department: **Child Development Center (CDC)**

Position: **Bus Driver**
Status: **Full-Time**
Reports to: **Child Development Center Director**
Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**
Hours/Week: **40**

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

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees in a full-time status 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, and more!

Minimum Qualifications: High School diploma or GED required. May require a Child Development Associate Credential (CDA) Maintain current credentials and certifications. Must meet SD Child Care Licensing Regulations if required for position. Punctuality, dependability and flexibility. Maintain a working knowledge of the needs of the ages of children assigned to and the ability to be responsive to those needs. Ability to communicate and cooperate with children, other staff, and parents effectively and tactfully. Ability to work with people of all socioeconomic and cultural backgrounds. Commitment to continue education in the field of early childhood. Experience working with children.

Essential Functions:

- Comply with and implement all applicable local, state, and federal regulations.
- Maintain a working relationship with other classroom and/or support staff.
- Assist in the process of classroom coverage to allow staff training. Punctuality is critical.
- Assist classroom staff in all aspects of the daily classroom operations including carrying out lesson plans, field trips and daily activities.
- Create, support, and maintain a healthy, safe, learning environment conducive to each child's intellectual, physical, social, emotional, and aesthetic development.
- Actively assist in teaching, modeling and engaging children in play and learning in classroom.
- Utilize developmentally appropriate practice and follow ECERS standards.
- Establish and maintain a positive and trusting relationship with children and their families.
- Maintain accurate records for each child, data entry, and completion of appropriate documents and referrals as needed in a timely manner.
- Actively supervise and engage children at all times to ensure child safety.
- Follow Youth & Family Services Discipline Policy and Behavior Management Guidelines.
- Maintain confidentiality as it relates to information about children, families, and other staff members.
- Direct teacher assistants, substitutes, and volunteers to carry out daily operations and to actively supervise and engage children at all times to ensure child safety.
- Assist in all assigned grant activities including, but not limited to, in-kind and United Way.
- Assist in all preschool classrooms as assigned by supervisor.
- Attend and participate in all staff meetings and trainings as requested by supervisor.
- Work with children and their families to support development toward school readiness.

Additional Functions: Follow all requirements mandated by Department of Social Services, Fire Marshall, Department of Transportation, and Health Department. Follow all requirements mandated by Head Start/Early

Head Start if applicable. Support all program activities and services of YFS, including Kids Fair, Parent Association and Policy Council, evening child care, and other event nights. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Model appropriate behavior while working with other staff, children, and families. Perform additional duties as assigned by supervisor.

Environmental Functions: Ability to lift up to 50 lbs. Work schedule could vary daily based on needs of the program. Perform duties in a controlled office or classroom environment; participate in activities with children as appropriate. Ability to carry children with both arms. Ability to move within the classroom and playground and on the bus. Ability to move from sitting or kneeling on floor to standing. Ability to kneel and bend.

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

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 our HR Team at 605-342-4195!