**Position Title**

Park District of Franklin Park

Position Description

Afterschool Program Counselor Van/Bus Driver

#### **Department**

Recreation Department

### Immediate Supervisor

Program Manager

### Summary

The Afterschool Program Counselor is responsible for supervising children.

Van/Bus driving is an essential part of the program

### Education & Experience

Education and experience required for child supervision.

### Qualifications

1. Ability to complete the essential functions of the position.
2. Excellent written and oral communication skills.
3. Appropriate certifications and/or training.
4. Over 21 years of age
5. Valid Driver License

### Essential Functions

1. Develop and maintain effective public relations/communications with staff and customers.
2. Minimal experience to work within a budget and keep track of van/bus mileage.
3. Knowledge of all children’s faces and names.
4. Clean and maintain program area *and* Van/Bus as necessary.
5. Assist in evaluating assigned programs and make recommendations for improvement.
6. Support all safety, health and loss control policies adopted by the park district. Work to ensure the safety of every staff member, customer and the protection of equipment and facilities.
7. Supervise children at all times.
8. Perform all other duties as assigned.
9. Obey and follow all rules of the road.
10. Drive safely in various types of weather.

# Psychological Considerations

1. Must be able to handle questions and concerns from the public in a professional manner.
2. Must be able to work as team.
3. Must be able to respond to deadlines and crisis situations.
4. Must be able to drive under high stress situations and during heavy rush/traffic hours.

## Physical Considerations

Indoor work conditions will include lighting, temperature and noise. Outside conditions will include extreme temperature, sunlight and precipitation.

**Working Hours**

The normal workweek shall be as designated by the employee’s immediate supervisor as necessary to properly perform the position duties. The employee is considered to be on duty whenever a need exists for his/her services.