



Relief Nursery™, Inc.
Volunteer Job Description

BUS RIDER

DEPARTMENT: Therapeutic Early Childhood and Home Base Programs

WORK SCHEDULE: At least one shift 8am- 9:30am **and/or** 12:30pm - 2pm on program days, Mondays-Thursdays; 9:30-11am and 12:30-2pm Fridays in Eugene/ 8am-9am and/or 12pm-1:30pm Monday & Wednesdays - 11am-12:30pm and/or 3:30pm-5pm Tuesday and Thursdays and/or 8am-9am and/or 12pm-1pm Fridays in Springfield

COMMITMENT: 3 months minimum

REPORTS TO: Bus Driver and Volunteers Coordinator

OVERVIEW OF RESPONSIBILITIES: To assist the Bus Driver with transporting the children safely to and from the Relief Nursery. Children range in ages from 6 weeks to 6 years.

QUALIFICATIONS:

- ♥ Ability to maintain confidentiality
- ♥ Must be 16 years of age and older (exceptions can be made by the Volunteer Coordinator)
- ♥ Ability to work at least one shift on program days
- ♥ Willing to commit for 3 months or more
- ♥ Ability to work as a member of a team
- ♥ Ability to respond to directions and suggestions in a mature manner
- ♥ Maintain professional appearance and attitude, appropriate to the position
- ♥ Possess maturity to discuss issues that arise when working with diverse and at-risk populations
- ♥ Ability to act in a way consistent with a belief system that values diversity among people
- ♥ Be punctual and dependable

SPECIFIC DUTIES:

- ♥ Attend orientation and training(s) as scheduled
- ♥ Arrive on time for scheduled shifts, sign time card, and pick-up name tag at front desk
- ♥ Assist the Bus Driver in seating and offering toys to the children
- ♥ Assist in buckling children into their seats
- ♥ Participate actively with children using tapes, books, and songs to keep ride fun
- ♥ Assist Bus Driver in setting limits for children
- ♥ Encourage independence and support children wishing to buckle themselves
- ♥ Be supportive of children identifying and expressing feelings
- ♥ Wear seat belt at all times for your safety and as a role model for the children
- ♥ Assist the Bus Driver in getting the children on and off the bus safely
- ♥ Debrief with Bus Driver at end of the ride, if needed

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CONTACT: Volunteer Coordinator, (541) 343-9706