



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

JOB OPENING

POSITION TITLE: Youth Program Van Driver/After-School Assistant
REPORTS TO: Youth Program Manager
STATUS: Non-exempt Regular Part Time (20 hrs/wk)
SALARY: \$20.00 per hour

SUMMARY:

Part-time positions Monday -Thursday 2pm to 6 pm and some Saturdays plus all field trips. Driving experience required, and Van driving preferred. Enjoy working Monday-Friday with holidays and school breaks off. This is challenging, exciting, and rewarding work serving a diverse population of students in the areas of Beacon Hill, South Seattle, Tukwila and Skyway neighborhoods.

ABOUT REWA:

ReWa promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

RESPONSIBILITIES

Driving Responsibilities:

- Be on-call for routes, starting as early as 8:00 a.m for field trips, (hours vary depending on field trips and summer programming)
- Safely transport students from after school events and on field trips.
- Drive large and small school van with automatic transmission. At times vehicles are rented to accommodate large amount of students on field trips.
- Read maps/GPS and follow directions/run sheets for routes.
- Successful student behavior management.
- Perform pre/post trip vehicle inspections. Write down mileage after every trip and log it into a spreadsheet.
- Assist students in the loading and unloading process.
- Clean and maintain school vans and fuel buses as required.
- Maintain composure under pressure.
- Update daily paperwork/records.

Class Responsibilities-Typical daily tasks:

- Assist with general technical issues for students attending remotely
- Leading a group with stories, movement, songs, and other activities
- Assisting with snack preparation
- Engaging students in conversation, reading books and poems, telling stories, and singing songs with students to increase their opportunities for English language fluency
- Using positive discipline techniques to help students gain self-discipline and resolution skills
- Work with children 1-1 providing addition individual attention and support that they need to be successful and an independent thinker.
- Cleaning and sanitizing the after-school sites and collecting STEAM supplies and putting them away
- Cleaning and sanitizing vans regularly
- Reporting any accidents or damages to Facilities Director
- Keeping vans filled with gas
- Following all safety procedures for driving and supervising children when in vehicles

REQUIRED QUALIFICATIONS:

- At least 21 years old.
- Valid Washington State driver's license.
- Good driving record.
- Enjoy school age children/youth
- Pass a background/fingerprint check
- Good written and verbal communication skills

PREFERRED QUALIFICATIONS

- Languages in Spanish, Somali or other East African Languages

BENEFITS: Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

TO APPLY:

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

BACKGROUND CHECKS:

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

CLOSING DATE:

Open until filled

EQUAL OPPORTUNITY EMPLOYER

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.

