



# Position Announcement

**Parents In Community Action, Inc. is seeking candidates for the following temporary stimulus position.**

## Driver

**Job Summary:** The driver is responsible for safely transporting children and their families to and from Head Start and all of its functions. To do this, a driver must maintain a vehicle, which is clean and in good working order. The driver is part of a Center Team, which delivers comprehensive child and family development services to Head Start families.

### **Key Tasks and Responsibilities:**

- Safely transport children and families to and from PICA and its activities.
- Maintain vehicle in good working order at all times.
- Participate in all aspects of the classroom during teachers breaks, this includes:  
positively communicating with children, assisting with family style eating at meal time, assisting children in washing hands, brushing teeth and other hygiene activities, interacting with children in a developmentally appropriate manner.
- Guide children's behavior both in the classroom and on the bus.
- Assist in the supervision of children on field trips.
- Complete all required documentation (e.g., bus custody receipt, driver's weekly log).
- Participate in Mediator Team meetings.
- Recruit parent riders.
- Dependable attendance.
- Perform other duties as assigned.

### **Required Skills, Knowledge and Abilities:**

- Class C license with passenger endorsement (CDL).
- Clean driving record.
- Ability to pass Department of Transportation requirements.
- Knowledge of Minneapolis and its suburbs.
- Interest and willingness to work with young children and their families.
- Ability to lift 50 pounds.
- Ability to learn how to use a Macintosh computer and the FileMaker Pro application.
- Ability to work well with individuals from various ethnic and socio-economic backgrounds.

Salary: \$12.14/hr

Excellent working conditions and benefits, including low cost medical insurance. Apply online at [www.picaheadstart.org](http://www.picaheadstart.org) or at 700 Humboldt Ave N, Minneapolis, MN 55411. AA/EOE

**Announcement Date: June 15, 2010**

**Applications Due: July 9, 2010**