



Van Driver and Program Assistant (Pre-K to 8th grade)

REPORTS TO:

After-school program site coordinator

ABOUT US:

Little Lights recently celebrated 26 years of ministry in under-resourced communities in Washington, DC, particularly focusing on empowering residents of three public housing communities in Southeast DC: Potomac Gardens, Hopkins, and Benning Terrace. Little Lights is a community faith-based organization offering academic tutoring, one-to-one mentoring, and spiritual programs for kids, workforce development programs for teens and adults, and family strengthening and spiritual programs for adults and families. We are also dedicated to fighting racism.

JOB PURPOSE:

To drive a van and serve as a program assistant for our small Out of School time program in the Benning Heights neighborhood.

DUTIES AND RESPONSIBILITIES:

- Drives a transportation vehicle over assigned routes in accordance with an established time schedule.
- Transports children and youth ages 5 to 17
- Loads, secures the students in the seats and unloads them safely at designated stops.
- Maintains the transportation vehicle in a clean and orderly condition, and inspects and reports mechanical defects or malfunctions.
- Adheres to policies and procedures in maintaining appropriate student behavior.
- Works as a program assistant during Out of School Time programs which may include recreation and field trip chaperoning.
- May contact student parents concerning transportation problems and concerns.
- Sweeps, cleans, and refuels the transportation vehicle.
- Performs other related duties as required.

PREFERRED QUALIFICATIONS:

- Safe driving practices and techniques;
- Able to pass criminal and driving record background check
- Good communication
- Punctuality is a must

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Driver must be vaccinated or qualify for religious or health exemption and have the ability to walk up and down stairs. Non-vaccinated staff must take a weekly Covid test.

Pay:

\$20-23/hr depending on experience and skill level

START DATE:

As soon as possible

LOCATION:

Benning Heights neighborhood in Ward 7

TO APPLY:

Send your cover letter and resume to admin@littleglights.org or call Mary Park at 202.841.3466