



Mission

Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors.

Job Title	Volunteer Programs Bus Driver				
Program Area	OSC, ONH, Recreation	Length of Commitment	January – December	Hrs/wk	Varies, 5-15 hours weekly
Position Summary (2 – 3 sentences)	In order to offer an outstanding program for Oaklands Little Acorns daycare, out-of-school care and youth programs in our community, the Programs Bus Driver will assist the Oaklands team to deliver safe travel during out-trips provided by the separate programs.				
Duties	<ul style="list-style-type: none"> • Complete pre-trip inspection form • Abide by all safe driving rules of the road • Safe pick-up and delivery of Oaklands staff and children/youth • Establish and maintain good communication with Oaklands staff and children • Assist in housekeeping duties regarding bus cleanliness • Provide supervision and guidance to children during out-trips with consideration of health and well-being as the highest priority • Assist in organizing and preparing the children for transitions into and exiting the program space, bus and out-trip location • Be familiar with all the OCA’s Policies and Procedures and VIHA Licensing Guidelines • Facilitate positive and professional staff and children relations. 				
Impact of Position	Out-trips provide an educational opportunity for children and youth to experience hands-on learning, try new activities, and become involved in their community. The programs bus driver contributes to the safety and well-being of Oaklands staff, volunteers and program participants during out-trips.				
Training and Support	<ul style="list-style-type: none"> • Volunteer Handbook • Volunteer Orientation • On-the-job training, support and supervision 				
Benefits	<ul style="list-style-type: none"> • Become involved in your local community and meet new people • Build relationships with children and youth 				
Skills and Qualifications	<ul style="list-style-type: none"> • Class 4 Unrestricted Driver’s License and clean driving record • Clean criminal record check • Valid and subsisting first aid certification • Must be 19+ years of age 				
Experience Required	<ul style="list-style-type: none"> • Experience working with children in a child care/recreational setting • Strong leadership skills • Excellent interpersonal and communication skills • A minimum of twenty hours child-related coursework (preferred) 				

Main contact: Erin Henneberry, programs@oaklandsca.com

Oaklands Community Association is a registered charity | BN 882929946RR0001

Oaklands Community Centre
2827 Belmont Ave #1, Victoria BC V8R 4B2

Oaklands Neighbourhood House
2629 Victor Street, Victoria BC V8R 4E3