



## **After School Program Van Drivers**

**15 Hours minimum /Week**

**Hours of Operation: Monday-Friday from 1:45 pm to 4:45 pm**

### **Job Description**

**Title: After School Program Van Drivers**

### **Qualifications:**

Possess a valid VA driver's license, a verifiable good driving record, high school diploma, pass a criminal background, drug test, and previous experience working with youth. Must be CPR Certified.

### **Duties and Responsibilities:**

The Van Driver Position will report directly to the After-School Program Site Manager, provide student pick up from Eastern and/or Western Henrico County Schools and when needed assist in the supervision of students in the After-School Program

1. Ability to operate a 15-passenger van, transport students from their respective schools to the After-School Program site in Eastern or Western Henrico County
2. Assist in creating, organizing and instructing a recreation program for youth, including homework assistance, arts and crafts, athletic activities, and special interest activities
3. Work under the supervision of the After-School Program Site Manager
4. May supervise volunteers in absence of supervisor
5. Must be able to take charge and direct children in case of an emergency
6. Must be willing to become First Aid/CPR certified at Henrico PAL's expense
7. Other mandatory training
8. This is a part-time position and does not qualify for benefits

**Cover Letter and Resume can be emailed to [LThomas@Henricopal.org](mailto:LThomas@Henricopal.org) or mail to:**

**Henrico Police Athletic League, Inc.  
2401 Hartman Street  
Henrico, VA 23223  
Attn: After School Program Van Driver Position**

*The Henrico Police Athletic League is a Nonprofit Equal Opportunity Employer*