



WORCESTER COMMUNITY ACTION COUNCIL, INC.
The Antipoverty Agency for Central Massachusetts
484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
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Bus Monitor, Head Start, Part Time

WCAC's Head Start program is seeking a Bus Monitor to safely escort preschool aged children to and from the program's site in Southbridge, MA.

The Bus Monitor would be responsible for two bus runs daily (Monday – Friday), a morning run from 7:30am - 8:45am and an afternoon run from 12:00pm - 1:15pm. This is a temporary part time position available from 12/2/2019 through 4/17/2020.

Qualifications:

- Ability to remain calm and organized while transporting a large number of children.
- Good interpersonal skills and the ability to maintain a pleasant demeanor with parents, children, and staff.
- Physical ability to lift a child up to 50lbs, bend and buckle 5 point safety harness.
- Ability to maintain program confidentiality,
- Ability to speak Spanish a plus.
- Experience working with pre-school aged children helpful.

Special Certification or Documentation:

- Valid driver's license and reliable transportation.
- Ability to successfully complete a CORI/ SORI/ DCF review every two years.
- Mandatory physical every two years and evidence of negative Mantoux, required by DEEC. Hepatitis B (optional).
- First Aid and CPR Certificates for infants and children.

Duties and Responsibilities:

- Ride bus daily, morning and afternoon, to ensure safety of Head Start children.
- Greet children and parents at bus stops in a pleasant manner. When interacting with children and families, speak in a non-threatening tone of voice.
- Accept correspondence from parents to staff and deliver to the Site Supervisor.
- Assist children in buckling safety seat belts while on bus.
- Responsible for ensuring children remain in their seats while on bus.
- Complete a daily check-off list of children as they board and depart from bus. The list must reconcile each day.
- Assist children with boarding and exiting the bus, releasing children only to authorized designated persons, verifying by photo identification if person is unknown.
- Ensure children are in the custody of an authorized responsible adult when dropping off at the bus stop.
- Ensure a child is never left unattended at a bus stop.
- Return to Head Start center with any children who were not met by the authorized adult at the bus stop.
- Perform safety check, back to front, morning and afternoon, to be sure there are no children left on bus at the end of the route.

Worcester Community Action Council, Inc. is committed to a policy of equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, sex, age, national origin, religion, physical or mental disability, pregnancy or pregnancy related condition, sexual orientation, gender identification, genetic information, membership in the uniformed services or any other classification which is protected under state or federal law.

Send resume specifying position via email to hr@wcac.net or to the Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608. **Applications deadline is November 22, 2019.**