

## ***Bus Monitor***

**UNIT/LOCATION: Crestmont**

**WORKING HOURS: 3:45 p.m.-4:45 p.m.**

**PAY RATE: \$10.00/hr**

**DATES: January, 2020-May 2020**

### **JOB DESCRIPTION:**

The Bus Monitor assists in providing safe transportation from Arlington Heights Elementary School to the Ferguson Crestmont Boys & Girls Club. This position will help the driver ensure that youth are following bus rules and writing up disciplinary forms for students when needed.

### **ESSENTIAL JOB FUNCTIONS:**

1. Assist school bus driver in maintaining discipline while the bus is in operation
2. Maintain proper records and documentation
3. Assist student loading, unloading and seating arrangements as required

### **QUALIFICATIONS:**

1. Experience monitoring and working with youth with positive outcomes.

### **WORK REQUIREMENTS:**

1. Work is performed while standing, sitting and/or walking.
2. Requires the ability to communicate effectively using speech, vision and hearing.
3. Requires the use of hands for simple grasping and fine manipulations.
4. Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Just as you retain the right to resign, without notice or cause, BGCB has the same right with respect to termination. Your employment is for no definite term, regardless of any other oral or written statement by any BGCB officer or representative, with the exception of an express written employment contract signed by the Unit Director. If you understand and accept these terms, please sign below.

This job description serves as a job offer for this position. Accepting employment will be conditional upon agreeing to and signing this job description/offer.

We believe BGCB is an outstanding organization with a capable, dedicated staff. We believe you will become a valuable, enthusiastic member of our team. Welcome to the Boys & Girls Club of Bloomington!

***I understand the expectations, functions, and information presented in this document that describes the \_\_\_\_\_ position.***

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_