



STZ'UMINUS FIRST NATION

Job Posting - Bus Monitor (On-Call)

Position Summary:

The Bus Monitor assists the Driver in monitoring and supporting student passengers and promoting school bus safety.

Hours:

- Thirty minutes for the morning school bus run plus sixty minutes for the afternoon school bus run.
- On-Call from Monday to Friday.

Specific Responsibilities:

- Assist Driver with Student Safety, Behavior, and Bus Logs.
- Ensure students are ready to get off at their assigned bus stops.
- Enter drop off time at each bus stop in the Bus log.
- Help administer the SFN Student Transportation Policy.
- Ensure that students are appropriately seated.
- Communicate with parents at bus stops.
- Assist Driver with phone calls.
- Document student issues.
- Control activities to support the safety of passengers and the driver.
- Perform other duties as required by the supervisor.

Skills and Experience Requirements:

- Must enjoy working with children.
- Must have excellent leadership skills.
- Must be able to work independently and make sound judgments.
- Must be dependable and punctual at all times.
- Must be culturally sensitive and should have an awareness of SFN traditions and culture.
- Must be honest and reliable.
- Must maintain confidentiality



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- Skilled in the management of children
- Strong interpersonal and communication skills
- Able to maintain respect for and from students

Education / Qualifications:

- Grade 12 preferred
- Completion of Education Assistant and Community Support Certificate program or equivalent preferred
- Must have one year of experience working with and managing children in a program setting.
- Pass Criminal Record Check

Application:

Please submit a Cover Letter and Resume on or before December 6, 2019, at 4:00 pm

Stz'uminus First Nation
12611-A Trans Canada Hwy.
Ladysmith, B.C., V9G 1M5
Email: resumes@stzuminus.com

No phone inquiries, please.