

# UNITARIAN UNIVERSALIST URBAN MINISTRY JOB DESCRIPTION

## **Roxbury Youth Programs Part-time Bus Driver Job Description**

### **Unitarian Universalist Urban Ministry**

The Unitarian Universalist Urban Ministry unites communities and transforms individuals through education, service, and advocacy. We engage communities and congregations in social action and change with programs that support the empowerment of youth and adults to realize their full potential. Since its founding in 1826, the Unitarian Universalist Urban Ministry (UUUM) has been working side-by-side with underserved urban residents to help build the skills necessary to better their lives. Over its 190-year history, the UUUM has created many channels to conduct its work in addressing social injustice.

Today, UUUM programs focus primarily on serving Roxbury high school youth and Boston-area survivors of domestic violence, as well as on supporting community engagement across difference, especially that defined by race, class, neighborhood, and faith. Located in the center of Roxbury, we provide services to members of communities that are predominantly home to people of color, including the neighborhoods of Roxbury, Dorchester, Hyde Park, and Mattapan. Moreover, our programs are tailored to meet participants where they are, and we have expertise in working with LGBTQ people, immigrants, English language learners, and low-income children and adults.

### **Mission of Roxbury Youth Programs**

The mission of Roxbury Youth Programs (RYP) is to provide a safe and supportive environment that encourages youth to develop the academic, social, and leadership skills needed to thrive in a diverse and challenging world, while building community and nurturing relationships between participants, staff and volunteers. Roxbury Youth Programs maintains standards for providing services and programs that are culturally, developmentally and socially responsive to the students, families, and communities served.

### **Essential Duties and Responsibilities:**

UUUM is seeking a part-time bus driver for the Roxbury Youth Programs afterschool program. The bus driver will be responsible for providing transportation for up to 30 students from the program on Mondays-Thursdays. There will be occasional request for transportation for special events and outings during the week and on the weekends. The successful candidate will have experience driving a bus as well as working with children and must be flexible.

- Provide transportation for up to 30 students from the afterschool program Monday-Thursday evenings and ensuring that they are dropped off at a pre-established address. The candidate may be asked to do two drop-off routes in order to accommodate students and must be willing to travel to throughout the Boston area.
- Must drop-off students at address that has been provided by RYP staff.

- Provide transportation for special events and outings at a variety of times, including on weekends.
- Maintain a clean van which includes sweeping, emptying trash, washing the windows and wiping down the seats
- Schedule van repairs and inspections and must take the van to those appointments
- Checking in with the Office Administrator regularly to inform the Office Administrator of any issues with the van.
- Checking in with designated RYP staff person daily to inform staff of any concern with students.

**Hours:**

This is a part-time position and the hours for the job are from 7 pm-10 pm, Monday-Thursdays, with occasional extra hours for special events.

**Competitive Salary and Benefits.**

To apply, please send your resume and cover letter to Francesska Jean-Pierre ([fjeanpierre@uum.org](mailto:fjeanpierre@uum.org)). No phone calls please.