



Job Description	
MWMW Position Title (type in CAPS): CHILDREN AND YOUTH VAN DRIVER	
Staff Group:	☐ Executive Staff ☐ Program Director ☐ Retail Manager ☐ Program Coordinator ☒ Program Staff ☐ Retail Staff ☐ Operations/General Staff ☐ Administrative Staff ☐ _____
Immediate Supervisor: Director of Children and Youth Programs	
Additional duties may be assigned by Youth Director, or Assoc.Exec.Dir. of Programs	
Immediate Subordinates:	
Full-time (30+ hrs/wk): Part-time (up to 29 hrs/wk): 8 hours per week Work-Study:	
Status: ☐ Exempt ☒ Non-exempt	Position Originally Created: 2008
	Date Last Revised: Sept 2026
Hours Per week: 8 hours per week Monday through Thursday 2:45-4:45p during school year.	
General Summary:	
Children's afterschool program fosters spiritual growth, character development, and a love of learning, in a safe and supportive environment. Children are encouraged to explore new interests, build meaningful friendships, and grow into the person God created them to be. Youth afterschool program focuses on service, social skills, spiritual growth, academics and art.	
Critical Functions and Responsibilities	
1. Safely transport children, youth, staff, and volunteers to and from approved destinations.	
2. Operate organization-owned 15 passenger vehicles in a safe, responsible, and professional manner.	
3. Follow all applicable federal, state, and local laws, as well as organizational policies and procedures.	
4. Build positive relationships with our children and their families.	
Additional Functions and Responsibilities	
1. Make sure vehicles have gas and remain clean.	
2. Any other duties assigned by the supervisor.	
3. Attend any trainings or meetings as requested from program director.	
4. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.	

*The functions and responsibilities contained in this Position Description are not all inclusive.
Other duties and requirements may be assigned at any time within the Children/Youth program areas.*

Requirements/Preferences	
Minimum skills and knowledge required: - Valid driver's license with a good driving record that meets standards of Fleet Policies and procedures of Mission Waco. - Ability to safely operate a 15 passenger vehicle. Some orientation to vehicles will be provided.	Skills and knowledge preferred:
Minimum previous experience required: Previous driving experience.	Previous experience preferred: - Previous driving experience and confidence to drive larger vehicles such as the 15-passenger type, or vehicles that are longer than an average car. - Working or volunteering with youth or children.
Minimum education required:	Education preferred: High school diploma or G.E.D.
Minimum communication skills required: - Communicate clearly and effectively with staff, students and other volunteers. - Good sense of direction for safely and calmly navigating roads.	Communication skills preferred:
Special training, certification or licensing required: - Valid driver's license. - Must be able to pass all of Mission Waco's "Fleet Safety" program requirements after hiring.	
Behavioral, emotional, mental requirements: - Mature attitude - Ability to be flexible - Good problem solving skills - Organized - Patient	
Other requirements: - Mature Christian faith preferred. - Minimum 21 yrs old (for eligibility to drive MW vehicles)	

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