



Job Description – Driver & Facility Assistant

Overview

Founded in Chicago in 2005, MetroSquash is an after-school, weekend, and summer program that provides transformative, life changing opportunities for underserved youth. After 16 years of successful programming for public school students on Chicago's south side, MetroSquash expanded to Evanston in the fall of 2018.

The Driver & Facility Assistant plays a key role in ensuring the highest level of safe transportation for student-participants of MetroSquash, while providing facilities services as needed.

Driving Key Responsibilities:

- Perform inspection on van at the beginning of each shift to insure safety and safety and good mechanical order
- Pick student-participants up from school using the MetroSquash Van in a timely and efficient manner, and maintain a pick-up log
- Ensure that all student-participants wear seat belts properly and at all times
- Provide safety instructions to students on a constant basis
- Chart-out best possible bus route, keeping in mind time and safety
- Ensure that driving is done in a defensive and safe manner especially where varying traffic conditions and inclement weather is concerned
- Clean and maintain the exterior and interior of the van, such as seats and carpets
- Maintain knowledge of First Aid and CPR procedures and perform them in the event of an emergency
- Potential requirement to perform after program student transportation

Facility Assistant Key Responsibilities:

- Provide front desk coverage, greeting visitors and ensuring a safe environment for students and staff
- Demonstrate excellent phone etiquette, answering calls and transferring to appropriate staff
- Perform general repairs including minor carpentry, and/or plumbing
- Maintenance of facility and outside grounds on a consistent basis

Compensation:

The wage for this position is \$15/hour

Qualifications and Qualities:

Valid and clean IL driver's license; good communication skills; ability to lift and move heavy objects; familiarity with GPS devices; ability to manage time and routes; minimum 3 years driving experience; clean driving record

Hours: General hours are Monday – Friday, 2pm – 7pm. The position may entail additional hours and some weekend events.

How to Apply: Email resume and cover letter to Mary Sillah at mary@metrosquash.org. No calls please.