



Songhees Nation Job Posting

10-Month term (Sept-June) part-time position

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| JOB TITLE: | Bus Monitor | | |
| Reports to: | Education Services Team | Salary Scale: | \$21.00 |
| Department: | Education | Deadline: | ASAP |

POSITION SUMMARY:

The Bus Monitor is required to uphold the Songhees Nations core values of safety, service and respect at all times. The purpose of the Bus Monitor is to provide support to the Bus Driver and to ensure the health and safety of the students on the bus, by enforcing the rules of the bus. This position also assists the Education Department with administrative duties as required. This is a term position for the 2022/2023 school year. This position requires the hours of 7am to 10am, Monday to Friday, and potentially working flexible hours to accommodate bus scheduling as required. In addition, there may be occasional on call shifts for evenings and weekends. The successful incumbent will get on the bus at the first bus stop and get off the bus at the last drop off at the last school may have to arrange for their own transportation back home.

KEY RESPONSIBILITIES:

- Notes student attendance and submit reports in a timely fashion.
- Completes Incident Reports as needed and submits accordingly.
- Asses a variety of needs and subsequently finds solutions and resources.
- Be in contact with all parents on occasional evenings to ensure students are ready and prepared for the next day for special time only, for example after Holidays Break.
- Might be the one to contact all parents on sudden changes, for example snow day.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade-12 graduate or equivalent.
- Courses in Early Childhood Development or Child & Youth Care considered an asset.
- One year demonstrated experience working with children

OTHER SKILLS AND ATTRIBUTES:

- Strong knowledge of Songhees community and it's surrounding area.
- Very organized and good at developing logistics.
- Punctual and reliable.
- Excellent communication and interpersonal skills.
- Positive and active role model.
- Takes initiative and is self-motivated.
- Demonstrates problem solving skills.
- Knowledge of the Lekwungen language considered asset
- Respectful and exercises confidentiality and tact.
- In depth understanding of Indigenous Families.

Additional requirements:

- Valid British Columbia driver's license and access reliable transportation
- Must undergo a Criminal Record Check with the Vulnerable Sector

**** Please note** Only candidates selected for an interview will be contacted.**

Songhees Nation is committed to increasing the number of members working for the Nation. Hiring preference will be given to qualified candidates who are Songhees Nation members.

Please send resumes to: **Felicity Peters, Human Resource Manager**
Songhees Nation Phone 250-386-1043 ext.114 Email: Felicity.peters@songheesnation.com