



Johnston-Lee-Harnett Community Action, Inc.

MAIN OFFICE
Phone 919-934-2145
Fax 919-934-6231
Post Office Drawer 711
1102 Massey Street
Smithfield, NC 27577

LEE COUNTY OFFICE
Phone 919-776-0746
Fax 919-774-1807
Post Office Box 1061
225 S. Steele Street
Sanford, NC 27330

HARNETT COUNTY OFFICE
Phone 910-814-8360
Fax 910-814-8362
Post Office Box 40
745 Shawtown Rd., Suite A
Lillington, NC 27546-0040

BUS DRIVER/FLOATER

Hours: 7:30 am – 3:30 pm

Location: Johnston, Lee & Harnett Counties

Johnston-Lee-Harnett Community Action, Inc. is seeking a Bus Driver/Floater. The responsibilities will include:

POSITION SUMMARY

Under the direction of the Transportation Manager, the Driver/Floater is responsible for transporting Head Start children to and from the centers daily, on field trips and other activities planned to enhance the services provided. Assist in creating and managing a safe, attractive, and inviting learning environment for children and assist in incorporating developmentally appropriate learning activities. Assist with nutrition services.

The Driver/Floater is responsible for maintaining teacher/child ratio in classrooms where staff is absent from classroom. The Floater will follow standards and regulations of the Head Start Performance Standards and other US Department of Health and Human Services regulations, the NC Child Day Care Requirements, the Child and Adult Food Program regulations, and the standards of JLHCA, Inc.

POSITION QUALIFICATIONS

- Early Childhood Credentials I and II.
- Commercial Driver's License with P/S Endorsement.
- Experience with preschool aged children in a group setting.
- Willingness to attend trainings and course work for professional growth.
- Good communication skills written and verbal.
- Ability to physically interact with young children through running, chasing, bending, stooping, lifting, climbing, and standing.
- Ability to take corrective actions to prevent harm of young children: anticipating dangerous situations, and then responding quickly.
- Lifting children weighing up to forty (40) pounds.

Submit a completed application, resume and 3 letters of professional reference to:

Johnston-Lee-Harnett Community Action, Inc.

Human Resource Department

Attn: Ruby Bryant or Alisa Bizzell

Post Office Drawer 711

Smithfield NC 27577

Minimum Starting pay: \$21,689 year