



# 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 919-774-1867  
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 by December 15, 2021 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**