



Immigrant and Refugee  
Community Organization of Manitoba

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## **DRIVER (CLASS 4) – PERMANENT, PART-TIME POSITION After School Program (ASP)**

### **WHAT IRCOM OFFERS:**

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team that is passionate and committed in supporting settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

### **CANDIDATE PROFILE: The Driver:**

- Holds a class 4 license with a clear driving record
- Has a dependable and consistent attendance record
- Is knowledgeable about road safety and is experienced driving in all weather conditions
- Is familiar with light vehicle maintenance responsibilities
- Has strong interpersonal, navigation and communication skills,
- Works effectively with a culturally diverse group of youth and children
- Exhibits and upholds IRCOM's core values of integration, diversity, advocacy and empowerment
- Works in ways that are people-centered, holistic and partnership based.

### **POSITION PURPOSE AND SUMMARY**

Guided by the vision, mission, and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), the Driver serves After School Program (ASP) participants by:

- transporting them safely to and from programs,
- maintaining the vehicles in good working condition,
- managing records, and
- supporting the ASP and IRCOM team

The Driver supports the children and youth to access and safely participate in off-site After School programs and sports events. This role requires an individual with the ability to safely and dependably operate and maintain 7 and 12 passenger vans in and around Winnipeg in all weather conditions.

With the support and supervision of the ASP Manager, the Driver will fulfill the following:

### **DUTIES AND RESPONSIBILITIES**

#### **Transport Program Participants (45%)**

- Assist children and youth participants and other passengers to safely enter, sit securely, and exit vehicle during normal transport and emergency situations
- Provide a safe, calm and positive atmosphere for all passengers
- Drop off children and youth at their home addresses after program and ensure they are received by their families
- Maintain strict attention to program schedules, schedule changes, driving conditions, etc. and ensure vehicle is ready for use 15 minutes prior to boarding
- Follow planned routes and schedule for program and youth drop off at home

#### **Safe Vehicle Operation (10%)**

- Instruct passengers on road and safety regulations and ensure compliance with all safety practices
- Adhere to all applicable traffic laws, including seat belt usage, speed limits, school zones, vehicle capacity, etc.
- Conduct and complete daily pre-trip and post-trip vehicle inspection (fluid levels, tire pressure, exterior condition)

- Report traffic delays, accidents, and emergencies on the road
- Ensure each vehicle's maintenance log book is current and records trip details (mileage, passengers), fuel and maintenance information, incidents, inspections, etc.
- Monitor behaviour of children and youth and report concerns or incidents in writing to Co-Managers
- Retain and submit all vehicle related expense receipts

#### **Vehicle Maintenance (20%)**

- Maintain interior and exterior condition of assigned vehicles in safe, operational, attractive and clean manner
- Schedule and ensure annual vehicle safety audits are completed and any required repairs are completed
- Ensure vehicles are parked in assigned spaces

### **Team & Interdepartmental Support (10%)**

- Monitor and respond to e-mail and other IRCOM and ASP team communication channels
- Engage in ongoing professional development to maintain skills and meet professional driving requirements
- Follow all applicable IRCOM policies and procedures
- Advise ASP Manager and ASP Assistant Manager of changes to road and safety regulations
- Perform other duties as assigned by Program Manager or designate

### **Program Support (5%)**

- Assist ASP staff to organize and supervise children and youth both on and off site
- Be a positive adult role model to children and youth
- Fill in when the other Driver is sick or on vacation

### **REQUIRED QUALIFICATIONS**

- Valid Class 4 (or higher) Manitoba Driver's Licence
- Clear driving record as evidenced by Driver's Abstract upon hire
- Recent Criminal Record Check and Clear Child Abuse Registry Check upon hire
- Experience driving in all weather conditions
- Good working knowledge of Winnipeg streets
- Excellent navigational skills
- Availability on evenings and weekends
- Access to reliable cell-phone
- Prior experience providing light vehicle maintenance
- Strong written and oral English communication skills
- Demonstrated commitment to supporting and empowering the newcomer community through previous volunteering / community involvement
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)

### **DESIRED QUALIFICATIONS**

- Experience managing groups of children or youth
- Experience in working with children or youth with disabilities
- Fluency in additional languages
- CPR/First Aid and NVCi training

**Work Location and Schedule:** This is a part-time position with a minimum of 20 hours per week with the possibility of additional hours when the other driver is on vacation or sick. The primary work schedule will be Weekdays, from 5:00pm – 10:00pm with periodic programs on weekends during sports league seasons. Vans are based at 95 Ellen Street.

**Wage:** \$16.31/hour. (This is a scheduled position with wage in accordance with the Collective Agreement between the Immigrant and Refugee Community Organization of Manitoba Inc. and the United Food and Commercial Workers Local 832.)

**APPLICATION PROCESS:** All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

**Application review will begin after 12 pm, noon on Monday, July 24, 2023  
and will continue until a candidate is selected**

Please direct applications and inquiries to:

HR - Selection Committee  
95 Ellen Street  
Winnipeg, Manitoba R3A 1S8  
Email: [hr@ircom.ca](mailto:hr@ircom.ca)  
Fax: 204-943-4810

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.