



Immigrant and Refugee
Community Organization of Manitoba

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**DRIVER (CLASS 4) – AFTER SCHOOL PROGRAM (ASP)
PART-TIME POSITION (20-30 HOURS/WEEK)
11 – MONTH TERM POSITION**

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 passionate, committed and unified in supporting the integration 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

Records Management (10%)

- 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

- Assist in ensuring annual vehicle safety audits, biannual inspections and maintenance are completed by driving the vehicles to prearranged appointments.
- 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 NVC I training

Work Location and Schedule: This is a part-time term position ending in May 2025, with the possibility of extension. There is a minimum 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: \$16.64/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 seeks to reflect the communities it serves. We are committed to providing an inclusive, accessible, respectful workplace that strives for employment equity. Interested applicants can identify themselves as belonging to any under-represented groups including women, Indigenous peoples, racialized peoples, and/or persons with a disability.

To apply please send a cover letter and résumé to the following, and please indicate clearly how you meet the qualifications.

**Review of applications will begin on Tuesday, June 25, 2024
and continue until the position has been filled.**

HR - Selection Committee: KiaraR@ircom.ca

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If you require accommodation at any stage of the hiring 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 (KiaraR@ircom.ca).