



## Employment Opportunity **BUS MONITOR** Reference No. QSL-TRANS-BM-0818

**PURPOSE:** Reporting directly to the Transportation Supervisor, Bus Monitors are required to uphold the organization's core values of safety, service and respect at all times. The primary responsibility of the Bus Monitor is to ensure the student's behaviours and actions are not a distraction to the Bus Driver, by enforcing the rules of the bus as outlined in the Quw'utsun Syuw'entst Lelum Transportation policies and procedures guidelines. This position also assists the Quw'utsun Syuw'entst Lelum Department with Administrative duties as required. This is a part-time term position (30 hours per week) from September 4, 2018 until June 28, 2019. Flexible hours to accommodate bus scheduling as required.

### **RESPONSIBILITIES:**

- Enforce bus safety rules and standards
- Resolve any conflicts in a positive, respectful and proactive manner
- Provide a superior level of customer service
- Read and interpret maps, where and when necessary
- Assist students with entering and exiting the bus, as needed
- Ensure a healthy and safe environment for children; observe and remove potential hazards
- Administrative duties as required – data entry and filing
- Other duties may be assigned as required

### **QUALIFICATIONS:** (Please attach all corresponding documents)

- Grade-12 graduate or equivalent
- Courses in Early Childhood Development or Child and Youth Care considered an asset
- One year demonstrated experience working with children
- Excellent interpersonal and problem solving skills
- Knowledge of the Hul'q'umi'num language, Cowichan Tribes culture, and history an asset
- Criminal Record Check (C.R.C) is required
- Basic First Aid and CPR-C certificate is required or willingness to take the training
- ***Due to funding requirements this position is open to Cowichan Tribes Members Only***

**Please refer to Reference No. QSL-TRANS-BM-0818 when submitting cover letter, resume, and three references to:**

Human Resources, Cowichan Tribes  
5760 Allenby Road, Duncan, BC, V9L 5J1  
Email: [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

**DEADLINE: Wednesday, August 23, 2018 at 4:00 p.m.**