



Work Experience Employment Opportunity **BUS MONITOR (X5)** Reference No. QSL-TRANS-BM-0823

PURPOSE: Reporting to the Transportation Supervisor, the Bus Monitor is required to uphold the organization's core values of safety, service and respect at all times. The purpose of the Bus Monitor is to provide support to the Bus Driver and to ensure the health and safety of the students on the bus, by enforcing the rules of the bus as outlined in the Quw'utsun Syuw'entst Lelum Transportation policies, procedures and guidelines. This position also assists the Quw'utsun Syuw'entst Lelum Department with administrative duties as required. This is a term position (30 hours per week) for the 2023/2024 school year. This position requires working 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
- Assist the school bus driver with driving sheets and the use of the two-way radio
- 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 & 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 land, culture, and traditions an asset
- Criminal Record Check (C.R.C) is required
- Basic First Aid and CPR-C certificate is required or willingness to obtain certification
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. ***All individuals must show Proof of Vaccination as a mandatory condition of their employment***
- ***Due to funding requirements this position is open to Cowichan Tribes Members Only***
- ***Due to funding requirements, applicants are not eligible if they have already been employed as a Bus Monitor through Cowichan Tribes***

HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Quw'utsun Employment and Training by email before the deadline with the Reference Number in the subject line of your email.

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Cowichan Tribes Human Resources Department

Email: william.viksush@cowichantribes.com

Website: <https://cowichantribes.com/member-services/quwutsun-employment-and-training>

Deadline: 4:00 p.m. on August 22, 2023