

Job Title: Van Driver

Reports to: Director of Education & Partnerships

Available: Immediately

Organization Overview

Fred Wells Tennis and Education Center is a 501 (c) 3 nonprofit incorporated in 2002 by our founding benefactor, Fred Wells, who had a vision for a community center that provides access to tennis, education, and life skill development for all, particularly youth who live in under-resourced communities. The facility has eight tennis courts, a fitness center, a computer lab and over 4000 square feet of classrooms for use by the public and by our educational enrichment programs. Our mission *is engaging our entire tennis community to inspire youth to thrive on the court, in the classroom and in the community.*

Program Description

TennisWorks, our youth development initiative, teaches tennis and the life skills reinforced on the tennis court (goal-setting, teamwork, healthy competition & emotional regulation) to more than 500 Minneapolis and St. Paul youth in grades 3-12. TennisWorks partners with schools and community organizations in neighborhoods where more than 90% of youth qualify for free or reduced lunch to offer responsive programming that introduces the life-long sport of tennis to their participants. Program curriculum, location, duration, and dosage varies by youth age, and promotes tennis and fitness, life skills, community service and leadership.

The Van Driver will have primary responsibility for safely transporting youth in a 15-passenger van, taking attendance, and safely escorting youth to and from their school. The person in this position ensures that passengers behave appropriately on the van, wear seat belts, and leave the van clean.

The Van Driver must create and maintain positive and friendly rapport with youth in our programs and will responsibly handle behavioral concerns in a calm and constructive manner, promptly reporting any incidents to program coordinators.

Qualifications

- Safe driving record and experience with 15 passenger vans.
- Prior successful experience working with school-age youth of diverse backgrounds.
- Strong interpersonal skills and friendly demeanor.
- Demonstrated ability to develop and maintain effective collaborative relationships with schools, parks, youth programs, and other community partners.
- Comfortable communicating with youth between the ages of 9-15, as well as school and program staff.
- Criminal and motor vehicle background check required.

Hours— Mondays & Tuesdays 1:30-5 PM picking up the van from Fred Wells Tennis and Education Center, driving to Bancroft Elementary in Minneapolis for 2 PM pick-up. Bring to FWTEC, and return them to Bancroft by 4 PM. Saturdays from 10-11:30 AM and 2-3:30 PM (split shift) are optional, but appreciated if the candidate's schedule allows. 7-10 hours per week. \$12-14 per hour.

Electronic submissions only, please. Send resume and cover letter to: Attention: Kelley Nelson, Director of Education and Partnerships Email: kelly@fwtec.org.