



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon WI 54520

Phone: (715) 478-3830 • Fax: (715) 478-5275

Job Description for PT Youth Van Driver

\$15 per hour - Hours will vary

Sokaogon Chippewa Tribe/*Accessing Choices in Education* Grant (ACE): SCC Youth Center

Duties:

- Transport youth to and from destinations
- Arrive at destinations on schedule
- Fulfill administrative needs – reports
- Research and plan for traffic, construction and weather delays
- Use navigation applications to determine the best route
- Interact with youth professionally at all times
- Ensure that the vehicle is always fueled and ready for use
- Arrange for vehicle repairs as needed
- Keep mileage records and repair records up-to-date

Qualifications:

- A valid driver's license and at least one year of driving experience to perform the job safely
- Excellent navigation skills and proficiency in using navigation applications to find locations
- Time management and organizational skills to destinations are met in a timely manner
- Exceptional communication and interpersonal skills to interact with youth
- Physical stamina and good upper body strength to assist with equipment and wheelchairs if necessary

NATIVE AMERICAN PREFERENCE IS GRANTED IN ACCORDANCE WITH P.L. 93-638

Submit completed applications/resumes to:

Donna Vodar HR Director

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: donna.vodar@scc-nsn.gov

Posting Date: January 19, 2022

Closing Date: January 27, 2022