Department: School-Age Services  
Position Title: BASE Shuttle Driver  
Classification: Part-Time Employment  

Summary of Position:  
The Before- and After-School Enrichment (BASE) program at the Pozez JCC of Northern Virginia is seeking a driver for our 14-passenger Chevrolet Express shuttle. BASE is Woodson-pyramid’s choice for before and after school care! BASE’s mission is to provide a fun, interactive, and positive environment in which every child can grow and develop in a safe, structured, and friendly atmosphere!  

PM BASE runs from the time the school dismisses until 6:00pm, Monday through Friday. Upon arrival from school, children are escorted to age-appropriate home base rooms where they participate in weekly schedule rotations consisting of arts and crafts projects, sports and games inside and outside, cooking projects, swimming, and more.  

Qualifications:  
• Applicants must be 18 years of age or older  
• Must have an excellent driving record and exhibit safety as a number one priority  
• Possess effective communication skills for speaking with parents, children, and school faculty  
• Must be flexible, patient and comfortable managing challenging situations  
• Must be able to commit to 5 days a week  

Hours:  
Part-time year-round position; 5 days per week, Monday through Friday, 2:45pm-4:30pm.  

Compensation and Benefits:  
Inquire within.  

Point of Contact:  
Applicants should fill out the application (attached) and email it along with any applicable questions to SchoolAgeServices@theJ.org.  

The Pozez JCC is an equal opportunity employer. The Pozez JCC is committed to having a workforce that reflects diversity at all levels of the organization. We recognize the importance of not viewing individuals based on a single identity, and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all employees. We encourage all applicants regardless of gender, race, religion, age, sexual orientation, disability or other social identity.  

About:  
The Pozez Jewish Community Center of Northern Virginia (Pozez JCC, the J) is a warm and welcoming, nonprofit, social service organization dedicated to offering quality programs, activities, and services that emphasize Jewish culture, identity, and values to people of all ages and backgrounds. Programming includes cultural, educational, wellness and Israel celebrations which take place on the main campus located in the heart of Fairfax County, as well as span five Northern Virginia counties.
Pozez JCC of Northern Virginia
School-Age Services Department
2019-2020 School Year
BASE Staff Application

Name: ____________________________ Date of Birth: ___________________ (mm/dd/yyyy)

Grade in school as of Sept. 2019 (if applicable): _____  Age: _____  T-Shirt Size: _____

Home Address/City/State/Zip: ______________________________________________________

Home Phone #: __________________  Cell Phone #: __________________

E-mail address: ________________________________________________________________

Certifications (circle all that apply):  
CPR  WSI  FIRST AID  PMAT  EMAT  MAT

Expiration date: ______  ______  ______  ______  ______  ______  ______

**BASE shifts in the AM run from 7:15am-9:00am and in the PM from 3:00pm-6:00pm. Please check days and times you are available to work:**

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<tr>
<td>AM BASE 7:15-9:00</td>
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<td>PM BASE 3:00-6:00</td>
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Are you interested in driving the J bus for either an AM or PM route?:   ___ YES AM/PM   ___ NO

Are you interested in working Vacation Days (multiple shifts available 7:30am-6pm?):   ___ YES   ___ NO

Please list any previous or current work experience where you have been employed as a staff member:

1. Organization: __________________________  Position: __________________________  Date: __________
   Supervisors Name: __________________________  Phone Number: __________________________

2. Organization: __________________________  Position: __________________________  Date: __________
   Supervisors Name: __________________________  Phone Number: __________________________

3. Organization: __________________________  Position: __________________________  Date: __________
   Supervisors Name: __________________________  Phone Number: __________________________
If you are NEW 2019-2020 BASE Staff Applicant, please answer the following questions; if you ARE a returning 2018-2019 BASE Staff Member, PLEASE LEAVE THIS SECTION BLANK:

1. Do you have experience working with children? If not, what compels you to want to do so?

_______________________________________________________________________________________________

_______________________________________________________________________________________________

2. Why do you feel you are qualified for the position for which you are applying?

_______________________________________________________________________________________________

_______________________________________________________________________________________________

3. If your best friend was filling out this application for you and was asked to write down three adjectives to describe you, what would they write?

_______________________________________________________________________________________________

_______________________________________________________________________________________________

4. Please list any skills, hobbies or interests that you feel would make you a good fit in working at BASE:

_______________________________________________________________________________________________

_______________________________________________________________________________________________

5. Please list any other commitments you may have during the year, i.e., sports, clubs, jobs, etc.:

_______________________________________________________________________________________________

_______________________________________________________________________________________________

6. Is this your first job? If so, what are your expectations? If not—what are your expectations?:

_______________________________________________________________________________________________

_______________________________________________________________________________________________

7. How did you hear about the BASE Program?

_______________________________________________________________________________________________

_______________________________________________________________________________________________

8. Is there anything else you’d like to share with us about yourself?

_______________________________________________________________________________________________

_______________________________________________________________________________________________
FOR NEW STAFF MEMBERS ONLY: Please list the names and contact information of 3 professional references (non-family members preferred):

1. Name:______________________________________
   Email:_______________________________________
   Phone:______________________________________
   Relationship to applicant:_________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

2. Name:______________________________________
   Email:_______________________________________
   Phone:______________________________________
   Relationship to applicant:_________________________________________________________
   ____________________________________________________________________________
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   ____________________________________________________________________________

3. Name:______________________________________
   Email:_______________________________________
   Phone:______________________________________
   Relationship to applicant:_________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

Applicant Signature:_________________ Date:____________

For Office Use Only
Date Received:____________
References have been checked: _________
Interview Date: _______ CS: __________
Comments: