

Driver-Recreation Department

JOB SUMMARY

The Town of Brentwood Recreation Department is seeking an individual for a unique, part-time position. An employee in this position drives our 14-passenger bus for various adult & teen recreation programs/trips. Coordinates pick-ups for participants for shopping trips, library or museum visits, sightseeing trips, or sporting events. Assists passengers, if needed, with packages and getting on and off bus and acts as a tour guide on certain trips.

Works with considerable independence and judgement under the general supervision of the Recreation Director and the Recreation Commission. Job requires excellent communication skills and the ability to work with the public.

QUALIFICATIONS

- High School Diploma.
- Must be able to pass a criminal background & driving check
- Must possess a valid driver's license.
- CPR and First Aid certified or complete certification upon hire.
- Minimum of 1 year of experience in driving.
- Must be 21 years of age or older.

DUTIES

Responsibilities include, **but are not limited to the following:**

- Perform routine inspection of the van before and after use.
- Alert the Recreation Director of any mechanical issues.
- Attend and participate in all staff meetings as needed.
- Fuel van when needed.
- Communicate effectively with the public.
- Able to work some nights and weekends.
- Ability to work independently with little or no supervision.
- Drive in inclement weather, such as rain and light snow.

Interested candidates should submit an application and resume to:

**Recreation Director
1 Dalton Road
Brentwood, NH 03833**

Contact Name: Andrew Gray
Contact Email: recreation@brentwoodnh.gov

Applications can be obtained at the Town Hall