

**The Renaissance Education Group, Inc.**  
**Job Description**

<b>Job Title</b> Summer Program Transportation Aide	<b>Posting Date</b> April 25, 2019
<b>Department</b> Renaissance Upward Bound (Summer 2019)	<b>Job Location</b> Raleigh-Durham, NC (surrounding areas) <small>(Travel Required)</small>
<b>Dates of Employment</b> June 17, 2019 – July 26, 2019	<b>Compensation</b> Paid position; \$14.00 / hour

**Minimum Qualifications**

High school diploma or GED.

**Preferred Qualifications**

Ability to demonstrate success in overcoming barriers similar to those of the population in the target area. Experience in working with economically and educationally disadvantaged youth is desired.

**Position Description**

The Renaissance Upward Bound Program serves 55 high school students (grades 9-12), in both Durham and Edgecombe County, who meet TRIO eligibility standards. During the mandatory summer program, Renaissance Scholars participate in 6-weeks of academic, co-curricular, and extracurricular activities designed to improve their knowledge and understanding of what it takes to be successful in college. The Renaissance Upward Bound Summer Program is a non-residential, academically rigorous summer program held on a college campus. The Summer Program Transportation Aide is an integral part of the summer team that creates the student participant experience, ensuring supervision of program participants and ensuring safety during the summer program.

Position Responsibilities and Expectations:

Responsible for daily supervision of students while on the bus for the morning or afternoon shift. Maintains the medical binder with all appropriate health authorizations and medical clearance forms for students. Responsible for transporting the medical bag during all trips. Ensures the supervision and safety of all students during participant trips; including: maintaining transportation attendance sheets, keeping an eye on students at all times, and ensuring the safety of program participants. Communication liaison between parents, students, driver and program staff. Assures immediate and complete disclosure of participant, parent, and staff concerns, and provides daily route updates to Project Director and Assistant Director. Create and facilitate student discussion that promotes positive student behaviors, encourages active student engagement, and helps students keep track of daily assignments. Other duties as assigned.

**Employment Requirements**

- Must provide proof of eligibility to work in the United States
- Travel required and must be able to lift 25 lbs.
- Satisfactory background check (and must provide a statewide criminal records check if hired)
- Must be available to supervise morning bus duty (5:00 am – 9:00 am) and evening bus duty (4:00 pm - 8:00 pm).
- Must attend pre-employment summer training institute from June 17 – June 21, 2019 from 9:00 am to 6:00 pm.
- Must be 21 or older with a valid driver's license
- Strong ability to supervise youth (ages 12-18)

**Application Instructions**

For consideration of this position, qualified candidates should forward the following documents to: The Renaissance Education Group, Inc., Attn: Internal Operations, 4841-E Industry Lane, Durham, NC 27713 or fax to (866) 770-4766 **before May 22, 2019.**

- Cover Letter and Resume
- Copy of Academic Transcript(s) and/or Degree(s)
- Copy of Teaching Certification (if applicable)
- Employment Application (please visit <http://www.renaissance-ed.net/jobs/TREG-Employment-Application.pdf>)

**If selected for an interview, interviews will be held in May (or early June) 2019.**

**Comments:** Only serious candidates should apply. Position opens immediately. Selected candidates will need a copy of their academic transcript(s) and any applicable certifications prior to interview, and will have to successfully clear background screening.