



of Greater
Santa Barbara

Santa Barbara, California

Position Title: Youth Bus Driver & Facilities Technician

Location: Girls Inc. of Greater Santa Barbara

Reports to: Director of Operations

Employment Type: Full-Time

Organization Overview:

Girls Inc. of Greater Santa Barbara is seeking a Youth Bus Driver and Facilities Technician to serve at our Goleta Valley Center.

Girls Inc. inspires all girls to be strong, smart, and bold. We offer girls a safe, fun, all-girl/pro-girl environment where they gain and practice skills that equip and empower them to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. Through evidence-based programs, led by trained mentoring professionals, Girls Inc. girls learn to be confident and embrace positive decision-making to take charge of their health and well-being, and achieve academic, personal, and career goals.

Girls Inc. of Greater Santa Barbara endeavors to foster an organizational culture that reflects the virtues of strong, smart, and bold through our core values of empowerment, inclusivity, respect, professionalism, and gender justice.

Position Overview

The Youth Bus Driver & Facilities Technician at Girls Inc. of Greater Santa Barbara is responsible for ensuring the safe and timely transport of our program participants and staff while maintaining the safety, functionality, and appearance of our vehicles and facilities. This dual role requires a commercial driver's license (CDL) with a passenger endorsement (or willingness to obtain) and hands-on experience in maintenance and facilities upkeep. We are looking for a proactive, adaptable, and team-oriented individual who embraces an 'all hands on deck' mentality—eager to contribute wherever needed and ready to tackle a variety of tasks to support the center's smooth operation

Key Responsibilities

Driving & Transportation

- Safely transport program participants and staff between designated locations, ensuring a safe and positive environment during transport.
- Adhere to all traffic laws, safety regulations, and Girls Inc. policies related to driving and participant safety.



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- Conduct routine pre-trip and post-trip inspections of vehicles, ensuring they remain clean, safe, and in good working order.
- Report any vehicle maintenance needs or safety concerns promptly and assist with coordinating repairs and regular servicing.
- Maintain accurate records of vehicle mileage, fuel usage, and transport logs.

Maintenance & Facilities

- Perform routine and preventative maintenance tasks, including minor plumbing, electrical, painting, and carpentry work.
- Assist with the upkeep of outdoor areas, including landscaping, walkways, and parking lots, ensuring a safe and welcoming environment. Please note: Girls Inc. of Greater Santa Barbara contracts with both a landscaping company and commercial housekeeping company.
- Assist with set up and take down rooms and facilities for events, meetings, and activities as needed, ensuring that spaces are clean, functional, and organized.
- Monitor and maintain facility systems, reporting and addressing issues as needed.
- Manage inventory for maintenance supplies and communicate needs for replenishment to the Operations Manager.

Qualifications

- High school diploma or equivalent required.
- Valid Commercial Driver's License (CDL) with passenger endorsement (or willingness to obtain)
- Ability to pass criminal background check or Clean criminal record
- Ability to pass a pre-employment physical and drug screening
- Clean driving record and experience in driving passenger vehicles, such as buses or vans, preferred.
- General maintenance experience, with working knowledge of electrical, plumbing, and carpentry.
- Ability to lift and move equipment and materials weighing up to 50 pounds.
- Strong attention to detail and commitment to safety in both driving and facilities maintenance.



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Skills & Attributes

- Strong interpersonal and communication skills to interact effectively with participants, staff, and external vendors.
- Ability to manage multiple tasks, prioritize effectively, and adapt to changing needs.
- Reliable, proactive, and capable of working independently and as part of a team.
- Problem-solving skills and a commitment to providing excellent service and support.

Working Conditions

This position requires both indoor and outdoor work in varying weather conditions. The role involves driving and manual labor, which may include lifting, bending, and operating tools and machinery.

Expected hours: 30 – 40 per week

Compensation & Benefits

- \$23-\$25.00/hour, depending on experience
- Comprehensive benefits package including health, dental, and vision insurance, retirement plan, and professional development opportunities.

Application Process:

Please send the following application materials to Hiring@girlsincsb.org

1. Resume
2. Cover Letter – please tell us about your experience with driving commercial vehicles and in maintaining facilities
3. If you have a commercial driver's license or have had one in the past, please indicate in your message.