

**Operation Save Our Sons, Inc. (OSOS)  
Summer/AfterSchool Program**

**Transportation Coordinator / Security  
Job Description**

Classification: Part-Time

**Program Description**

The Operation Save Our Sons Summer/AfterSchool Program is a highly structured, interagency, community-based program that will focus on comprehensively addressing needs of at-risk youth to reduce recidivism in the 32208 and 32209 zip codes.

The Transportation Coordinator/Security position will be utilized to provide transportation for the youth and keep the premises protected during program hours. The Transportation Coordinator/Security will be responsible for the daily transportation of the youth participants to the facility and back home, as well as accompany youth participants to Court hearings and other needed service provisions, as necessary. Also, this position will be required to complete safety checks of the vehicles and facilities, complete daily transportation logs, and provide security for the Program.

The program will operate Monday through Friday, 3:00pm - 8:00pm during school months (August to June) and 12:00pm to 6:00pm Monday through Friday during summer months (June to August) and once a month on Saturdays 9:00am to 12:00pm the entire year (August to July) and serves up to 15 participants daily. Participants are court-mandated to attend as an alternative to incarceration. Operation Save Our Sons offers the program as an option for male offenders. Programming is intended as a skill-building diversion from further involvement in the juvenile justice system. Daily activities include academic, life skills, personal growth, violence prevention, anger management and athletic/recreational components.

The facility at SPMBC includes a fully-equipped kitchen, computer lab, multipurpose room, and outside basketball court. The program will run after and concurrently with other Church programming at this site, including community events.

**Day To Day Operations**

- Assist with daily supervision of youth.
- Pick up and drop students to various places.
- Search students upon arrival.
- Help to monitor students while at SPMBC.
- Make sure all bags and other personal items are stored away (no cell phones allowed on person).
- Complete sign in sheets after searching students and sign outs before leaving.
- Complete daily safety checks of the vehicle and church premises.

3738 Winton Drive  
Jacksonville, FL 32208  
[www.spmbcjax.org](http://www.spmbcjax.org)

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- Keep a daily log of all visitors of the program (all visitors must sign including partners).
- Other duties assigned by the Program Coordinator/Case Manager and/or Director of Programs.

**Competencies**

1. Effective communication (oral and written)
2. Personal Effectiveness/Credibility
3. Organized & detailed oriented
4. Professional attitude & appearance
5. Industry savvy
6. Flexibility
7. Team player

**Required Education and Experience**

1. High school diploma
2. Four years or more of security experience / detention experience