**GeoFORCE Trail Driver**

**Hiring Department: Jackson School of Geosciences – GeoFORCE Texas**

**Program: GeoFORCE Texas**

**Compensation:** $20/hour + Food, Lodging, and Travel on Field Experiences

**Position Duration:** Temporary

**Location** Austin - J. J. Pickle Research Campus (North Austin)

**Number of Vacancies**: 10

**General Notes:** Substantial travel is associated with the position. Those selected will be required to attend training at J. J. Pickle Research Campus on May 21st and May 22nd. Overtime in the amount of 40+ hours is expected.

**GeoFORCE Mission**

GeoFORCE is a youth education outreach program that targets underserved and low-income communities in Austin, Houston, and Southwest Texas. The Jackson School of Geosciences at the University of Texas created GeoFORCE to identify and develop the next generation of STEM leadership for discovery, research, and management of energy, minerals, water, the environment, and natural hazards for the benefit of society.

**Position Description**

GeoFORCE Trail Drivers are a vital member of a ten-person logistical and educational academy team. Trail Drivers assist the lead coordinator with trip logistics in the field, responsible for leading academy participants to safety in the case of an emergency, and are expected to follow the field charter bus with food and supplies.

**Essential Functions**

* Drive trail vehicle throughout the duration of the field academy safely and responsibly with all extra educational materials, food, and supplies. 60%
* Purchase an adequate supply of snacks/drinks/food on a daily basis and transport them to each field stop. Compile receipts for expenses and upload to UT Box on a daily basis. 25%
* Provide emergency transportation for the staff and students on designated summer field academy. 10%
* Other duties assigned by coordinator. 5%

**Required Qualifications**

* Valid Texas driver’s license.
* Clean driving record for minimum of 3 years.

**Preferred Qualifications**

* Bachelor’s degree.

**Working Conditions**

* May work in all weather conditions.
* Will drive a minivan/SUV.
* Will work outside.
* May work in extreme temperatures.
* May work around standard office conditions.
* Climbing of stairs, hiking, and lifting up to 50 lbs.
* Will involve airplane, bus, and/or automobile travel.
* Working with large groups of underage students.

**Notes**

Candidates for the GeoFORCE Trail Driver position are subject to all UT all policies as set forth by the University of Texas Youth Protection Program, UT Human Resources, and GeoFORCE Texas:

* [Youth Protection Program Guidebook](https://youthprotectionprogram.utexas.edu/directors/guidebook/)
	+ Zero-tolerance no alcohol policy throughout the field experience
	+ CPR/First Aid certification (provided by the program) and, if necessary, perform First Aid/CPR in field
	+ Child-safety training
* [UT Camp Worker Guide](https://hr.utexas.edu/sites/hr.utexas.edu/files/camp_workers_guide.pdf)
	+ A criminal history background check will be required for finalist(s) under consideration for this position.
	+ If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documentsto prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification. Documents must be presented no later than the third day of employment. Failure to do so will result in dismissal.

The University of Texas at Austin, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination.