GeoFORCE Trail Driver

**Hiring Department:** Jackson School of Geosciences  
**Program:** GeoFORCE Texas  
**Compensation:** $18.00/hour + Food, Lodging, and Travel on Field Experiences  
**Hours:** 40.00 Flexible from 12:00 am – 11:59 pm with expected overtime  
**Position Duration:** Temporary  
**Location:** Austin, Houston, Uvalde, or San Antonio, TX; Potential out-of-state travel  
**Number of Vacancies:** 8  
**General Notes:** Substantial travel is associated with the position. Attendance at a virtual training in May is mandatory for the position. Trail Drivers are only hired for the in-person academies. In the case UT Youth Protection determines it is unsafe for youth to travel in the summer, we will cancel all field academies and transition to online only, in which case selected Trail Drivers will not be hired.

**GeoFORCE Mission**  
GeoFORCE is an education outreach program that targets diverse 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 diverse leadership for discovery, research, and management of energy, minerals, water, the environment, and natural hazards for the benefit of society.

**Position Description**  
As a GeoFORCE Trail Driver, you are a vital member of a ten-person logistical team. Trail Drivers assist the lead coordinator with any trip logistics in the field and are expected to follow the 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.  
- 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 File Share on a daily basis.  
- During times when the student group is split in two, be responsible for leading and coordinating scheduled activities for half of the group.  
- Provide emergency transportation for injured or sick staff or students. Serve as main point of contact during emergency.  
- When needed, provide first aid. First Aid & CPR certification is offered as part of training.  
- Take pictures of the group throughout the week. Upload photos to UT Box Fire Share before the end of the academy.  
- Assist with completion of the post-trip slideshow.  
- Ensure the return of the rental trail vehicle to designated drop off location.  
- Other duties as assigned by trip coordinator which pertain to trip logistics.

**Required Qualifications**  
- Bachelor’s degree from a 4-year college or university.  
- Ability to communicate effectively with students, university faculty, research scientists, staff, secondary school employees, and parents/guardians from diverse backgrounds.
• Demonstrated ability to work with accuracy and attention to detail.
• Excellent interpersonal skills and ability to work independently as well as a team member.
• Demonstrated ability to take initiative, use good judgment, pay attention to detail and handle multiple tasks.

Preferred Qualifications
• Experience leading youth or camp programs.
• Experience driving vehicles for delivery or logistical purposes.

Driving Required
This job requires a class "C" operator's driver's license. The applicant selected must provide a current three year driving record from the current state of residence. If not currently a Texas resident, a Texas driver's license must be obtained within 30 days of becoming a Texas resident. Employees who are required to have a CDL are subject to drug and alcohol testing (pre-employment, post-accident, reasonable suspicion, random, return-to-duty, and follow-up drug and alcohol testing).

Working Conditions
• Will work outside. May work in all weather conditions and in extreme temperatures.
• May work around standard office conditions.
• Will involve airplane, bus, and/or automobile travel.
• Daily activities may include climbing stairs, hiking unpaved paths, and/or lifting or assisting in lifting up to 50 lbs. Employees are welcomed and encouraged to request reasonable workplace accommodations.

Notes
Candidates for the GeoFORCE/STEMFORCE 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
  o Zero-tolerance no alcohol policy throughout the field experience
  o CPR/First Aid certification (provided by the program) and if necessary perform First Aid/CPR in field
  o Child-safety training
• UT Camp Worker Guide
  o A criminal history background check will be required for finalist(s) under consideration for this position.
  o If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documents to 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. The form I-9 must be completed no later than the third business day of employment. Failure to do so will result in dismissal.
• GeoFORCE Trail Driver Handbook

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The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.

The University of Texas Youth Protection Program requires GeoFORCE Texas to select for more than one gender of staff on each academy for the safety of the students. Applicants are asked to provide their gender identity.