



EMPLOYMENT OPPORTUNITY

Position Title:	Community Services Driver
Classification:	Full-time permanent (upon successful completion of probation)
Salary Range:	\$22- \$25/ hr (commensurate with qualifications and experience)
Start Date:	May 2026
Location:	Magnetawan First Nation, 10 Highway 529, Britt, ON P0G 1A0
Hours of Work:	Monday to Friday 8:00AM – 3:30PM (Occasional evenings, weekends, and emergency callouts may be required.)

Position Summary

Magnetawan First Nation is seeking a dependable, professional, and community-focused Community Services Driver to provide safe and reliable transportation services while supporting the daily operational needs of the organization.

The successful candidate will be responsible for school transportation support, medical transportation, grocery runs, local health centre trips, elder support, and departmental deliveries. This role will also assist the Health Centre and other departments by completing local service runs, supply pickups, and transportation for community programming.

This position plays a key role in supporting community wellness, accessibility, and efficient service delivery across the organization.

Key Responsibilities

- Operate school transportation routes for student pickup and drop-off as assigned
- Provide transportation for medical appointments, hospital visits, specialist appointments, and healthcare access
- Complete local transportation runs to Britt Nursing Station, Pointe au Baril, Parry Sound, and other service locations as required
- Support grocery runs and essential errands for community members, particularly Elders
- Assist with transportation of elders and members for community events, meetings, funerals, and special programs

- Provide backup coverage for medical van services and other transportation operations when required
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Health Centre Support

- Complete transportation requests for the Health Centre and community wellness programs
 - Pick up prescriptions, medical supplies, program materials, and urgent health-related items
 - Assist Health Centre staff with grocery and supply runs for community programming, wellness initiatives, and special events
 - Deliver forms, documents, and materials between healthcare providers, nursing stations, hospitals, and departments
 - Support Elders and patients with transportation needs in a respectful and confidential manner
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Departmental & Community Support

- Deliver mail, office supplies, equipment, and documents between departments
 - Assist Administration, Social Services, Education, Public Works, and other departments with transportation and delivery needs
 - Support setup and takedown for community events and special functions
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Fleet & Vehicle Maintenance

- Conduct daily vehicle inspections and complete required inspection reports
 - Maintain cleanliness and readiness of buses, vans, and assigned vehicles
 - Monitor fuel usage, mileage logs, and maintenance schedules
 - Report repairs, mechanical issues, and safety concerns promptly
 - Coordinate servicing and repairs with supervisors
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Safety & Compliance

- Ensure safe operation of all vehicles in accordance with laws, regulations, and organizational policies
 - Always follow workplace health and safety procedures
 - Maintain confidentiality and professionalism when transporting community members
 - Ensure respectful, culturally appropriate, and service-oriented interactions with all members
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Qualifications

- Valid Ontario Class G Driver's License required
 - Class B, C, E, or F License considered a strong asset for school bus operation
 - Clean driver's abstract required. A copy of abstract
 - Experience driving school buses, medical transportation vehicles, or community service vehicles preferred
 - Strong knowledge of road safety, defensive driving, and vehicle operation
 - Ability to work flexible hours and respond to urgent transportation needs
 - Ability to perform light physical labour and outdoor work when required
 - Strong interpersonal skills and a positive, service-oriented attitude
 - Ability to work independently, maintain confidentiality, and demonstrate professionalism
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Preferred Assets

- First Aid/CPR Certification, WHMIS Certification
- Defensive Driving Training
- Experience working within a First Nation community environment
- Knowledge of local routes, hospitals, nursing stations, and service providers

How to Apply: Interested applicants may apply, in confidence, by sending a cover letter, resume, photocopy of education diploma by mail, hand deliver or email to:

**Magnetawan First Nation
10 Regional Rd, Hwy 529
Britt, ON P0G 1A0
Email: recruiter@magfn.com
Closing date: Open until filled**