



Position Title	<i>Van Driver</i>
Location:	<i>Family Promise Office(s)</i>
Reports to:	<i>Executive Director</i>
Employment Status	<i>¼ time, Non-Exempt</i>
Compensation Range:	<i>\$15.00 per hour</i>
Schedule:	<i>Sunday - Saturday 6:30 a.m.-8:00 a.m. 5:30- 6:30 p.m On Call times as needed</i>

Position Summary

Responsible for Transportation of families in shelter, or those receiving services. Ideally to be filled by multiple (1-3) drivers. Split shift available; on-call times needed.

Transportation	90%
<ul style="list-style-type: none"> • Provide transportation of Family Promise clients from Congregations or hotels every morning at 7:00 am. • Deliver families to school, Day Center, childcare, employment, etc • Provide transportation of Family Promise clients from Day Center to congregation or hotel each evening at 5:30/5:45 pm, if needed • Provide transportation of clients to interviews, appointments, employment, school, etc as requested for on-call or pre-scheduled times. • Ensure fuel level appropriate • Ensure vehicle is clean and orderly after each shift 	
Administrative Tasks	10%
<ul style="list-style-type: none"> • Log miles and activities in Van log. • Complete bi-monthly employment timecard when due • Projects assigned if no driving hours are needed and hours requested 	

Qualifications

- Must be at least 21 years old and have a clean driving record.
- Sensitivity, discretion, and the appropriate handling of confidential information are essential qualities for a Van Driver.
- Dependable and independently motivated in completing job responsibilities.
- The ability to be flexible and to take direction is also required in this fast-paced social service setting.