

Family Promise of Warren County

Job Posting

Position Title: Driver – Part time

Start Date: Immediately

Status: Non-Exempt

Position Responsibilities and Purpose:

The Driver transports shelter guests to and from appointments as determined by the Shelter Case Manager in the company van or 21 passenger bus. The Driver picks up the evening meal and delivers it to the shelter guests. Additionally, the Driver drives the 13-foot box truck when a guest family moves to their homes after their shelter stay. The Driver is responsible for other tasks as assigned by the Executive Director.

Essential Functions:

- Transport guest families to and from appointments, school, employment, and other places as assigned.
- Provide hospitality to guests and maintain guest confidentiality at all times.
- Complete CDL vehicle check each morning and evening.
- Keep a valid CDL license with passenger endorsement and insurance.
- Review the schedule for transport and ensure that guests arrive at their destination on time.
- Ensure that all vehicles are mechanically sound and advise the Executive Director of any concerns so that they can be addressed.
- Track mileage by completing the Mileage Form with each trip.
- Ensure that all vehicles carry the correct paperwork (registration, insurance etc.)
- Inspect vehicles weekly for safety (jumper cables, car seats, cleanliness)
- Ensure that all guests follow all passenger rules.
- Act in the role of Ambassador for FPWC in all areas.
- Open and close the Day Center per instruction when assigned. Ensure that all safety measures are in place.
- Communicate all concerns to the Executive Director or Case Manager.
- Provide maintenance as requested at all buildings to include minor landscaping and snow removal.
- Drive the box truck for the Heaven and Hearth furniture ministry for furniture donations as assigned and oversee volunteers.
- Pick up and deliver merchandise for all fundraisers.
- Move families to their new homes as requested with volunteer assistance.

Specific Job Knowledge, Skills, and Ability

- Strong communication skills
- Must be a team player and work in a collaborative environment.
- Must be adaptable and responsive to changing priorities.
- Strong customer service orientation
- Must be dependable and have a strong work ethic.

Qualification Standards:

Education:

- High School diploma or equivalent
- Valid CDL with passenger endorsement.

Experience:

- Experience working within a non-profit organization is preferred.
- Experience with diving children is advisable.

Other:

- Must be at least 25 years of age.
- First Aid and CPR certified is a plus.
- Ability to work overtime and weekends as needed.
- Must pass a background check and drug screen.
- Must have a valid Driver's License and a CLEAN driving record with no moving violations or DUI's.

Apply by mail with resume and cover letter to:

Linda Rabolt, ED 600 Cincinnati Avenue, Lebanon, Ohio 45036

OR

By email at linda@ihnwc.org