



Opening the Doors to Opportunity

Ada Jenkins Center Job Description – November 2018

Position Title: Van Driver
Reports to: Program Operations Coordinator of Education Services
Classification: Non-exempt
Category: Part-time, Seasonal
(Mon.-Fri. 5:45 pm to 7:15 pm, mid-September through mid-May)

Job Summary: This staff member will be responsible for safely transporting enrolled students to designated addresses.

Job Qualifications:

- CDL preferred but must have a clear driving record.
 - Must clear a background check.
 - Student centered, with the ability to relate to a range of constituents represented in and collaborating with Education Services.
 - Must already be familiar with or willing to learn and employ Education Services' philosophy utilizing Love and Logic in working with students.
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Principle Activities of role based on Center's Guiding Principles:

+ Mission Driven & Excellence

- Transport students to designated addresses.
- Maintain a safe atmosphere in the vehicle.
- Perform daily safety check of the vehicle.

+ Relationship Driven by promoting a culture of trust and respect

- Employ the Love and Logic philosophy with children in care.

+ Steward of Resources

- Ensure the vehicle is fueled and ready each day to transport students.
 - Report vehicle concerns to Program Operations Coordinator.
 - Document and report any behavior issues that arise on the vehicle.
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Physical and Mental Requirements:

The Ada Jenkins Center is committed to providing a means for job applicants who have a disability to identify areas in which they may request a reasonable accommodation. The following is a description of the physical and mental abilities which are customarily required to perform the essential job functions of this position:

- Ability to work without intensive supervision.
- Vision sufficient to read standard text and read a computer monitor.
- Ability to speak and hear sufficiently to communicate clearly in person and over the telephone.

- Ability to stand, sit, walk, stoop, and bend routinely.
- Manual dexterity to use hands, arms, shoulders, repetitively to operate keyboard, to write, etc.
- Body strength sufficient to lift and transfer at least 50 lbs.
- Ability to interact professionally with persons from a variety of backgrounds in a high stress environment.

Interested applicants should send their cover letters and resumes to resumes@adajenkins.org.
Position closing date is November 21, 2018 or open until filled. No phone calls, please.