

Energetic and Passionate Individual Wanted!

YWCA Young Wonders is looking for a caring and energetic individual who enjoys working with children.

12/06/2018

JOB TITLE: Driver

RESPONSIBILITIES

The Driver provides a safe and efficient operation of agency vehicles for the purpose of transporting individuals receiving services from the Agency. This position communicates directly to the Transportation Coordinator regarding any needed service or repair of vehicles and concerns with riders.

1. Support the Mission, Vision and Values of YWCA McLean County by embedding them into your program and participating in YWCA activities and initiatives.
2. Provide transportation to and from the riders' destination for those individuals approved for transport.
3. Observe safe practices when transporting individuals. Emphasize safety to all individuals who ride the vehicles.
4. Conduct daily pre and post trip operational checks to ensure the vehicle is in proper working condition. Immediately notify the Transportation Coordinator of any concerns.
5. Notify the Transportation Coordinator of any concerns/problems involving passengers.
6. Obey all traffic laws.
7. Ensure the vehicle is maintained and cleaned on a regular basis.
8. Submit paperwork & maintenance expenses to supervisor as they occur.
9. Keep up-to-date on local and county road/highway issues (road closings, new developments, business address changes, etc.) and report to supervisor.
10. Maintain good driving record. Report any change in eligibility immediately to supervisor.
11. Keep current copy of driver's license on file with Human Resources department.
12. Attend mandatory trainings.

JOB REQUIREMENTS

- High school diploma or GED preferred.
- Must be at least 21 years of age.
- Must have a valid driver's license and insurable driving record.
- Proficiency on English required.
- Good verbal and written communication skills required.
- Proficiency in at least one other language helpful.
- Good organizational skills.
- Ability to work and interact with a diverse work force.
- Familiar with local and rural areas helpful.
- Complete required training provided or recommended by Agency.

WORK HOURS

Part-time, 20-25 hours/week; various hours between 6 am – 6 pm, Monday to Friday; with occasional evening or weekend hours; desired start date is Dec. 17, 2018.

TO APPLY

Submit a Resume and YWCA employment application to Human Resources. The position will be open until filled.

Applications are available at the YWCA administration front desk or can be downloaded from: www.ywcamclean.org/jobs

Human Resources
YWCA McLean County
1201 N Hershey Road Bloomington, IL 61704

YWCA McLean County is an equal employment opportunity employer.