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Job Title: Driver
Reports To: Director of Operations
FLSA Status: Part time, Non-exempt
Prepared Date: March 24, 2017
Site Location: Journey House Center

Journey House has opportunities to transport community members to full-time suburban jobs! We are currently looking to develop a pool of drivers for possible 24-hour transport services to Hartford, Menomonee Falls, and Kenosha. We are looking for skilled, reliable drivers to work a variety of shifts.

Our Vision:

Every Individual and Family in Clarke Square will be given the tools and resources to succeed and contribute personally, professionally, and civically to the neighborhood and our greater Milwaukee community.

Journey House empowers families living on Milwaukee's near Southside to move out of poverty by offering adult education, workforce readiness, youth development, and family engagement programs.

Summary: The Journey House Van Driver position exists to safely transport individuals travelling to and from work at various job locations in Southeast Wisconsin. The van driver will be professional and courteous at all times. Activities related to the operation of the van(s) are also expected.

Essential Duties and Responsibilities include the following. Other duties may be assigned in line with individual's experiences and qualifications.

- Driving employees from Journey House to work at the beginning of their shift, and/or driving from work to Journey House at the end of their shift.
- Ensuring a welcoming, orderly, appropriate, and professional van environment.
- Notify Director of Operations of vehicle maintenance needs.
- Keep current with scheduling needs of employers.



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- Coordinate driving schedules with Director of Operations, Job Coach, and fellow drivers.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Education and/or Experience:

- High School degree, GED/HSED or active participation in a GED program required.
- Organized and reliable.
- Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations (must be insurable with good driving record).
- Have excellent integrity and demonstrate good moral character and initiative
- Experience working with individuals from diverse cultural backgrounds.
- Ability for effective oral communication.

Supervisory Responsibilities: None

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Licenses: Valid Driver's License required and sufficient personal auto insurance coverage.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly



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required to speak, listen and use hands to feel, manipulate and operate motor vehicles. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics include driving vehicles for long distances, and working outdoors.

**JOURNEY HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER
DRUG FREE WORKPLACE**