



FiftyForward
Driver
FiftyForward Madison Station

DEADLINE TO APPLY: Thursday, March 22, 2018

SALARY INFORMATION: \$12/hr.; Non-exempt

WORK HOURS: Part time; Variable hours with average of 25-30 hours per month

BASIC FUNCTION: The Driver drives for center trips and assists with programs, as needed.

CORE JOB SPECIFIC COMPETENCIES

Approachability: Is easy to approach and talk to; spends extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.

Informing: Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or organization; provides individuals information so that they can make accurate decisions; is timely with information.

Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect

Patience: Is tolerant with people and processes; listens and checks before acting; tries to understand the people and the data before making judgments and acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established process.

CORE RESPONSIBILITIES

1. Drives agency van and/or CDL bus for programming, special events, and transportation route.
2. Communicates program ideas, needs, requests, problems, and concerns to Madison Station staff.
3. Works collaboratively with staff to continually evaluate, implement, and improve the systems, programs, and functions of all aspects of the center.
4. Attends all Madison Station staff meetings, meetings/events required by Center Director or FiftyForward, and FiftyForward staff retreat.

CORE WORK REQUIREMENTS

Education: High School diploma or GED equivalency

Experience: Experience working with senior adults and volunteers; experience driving a 21-passenger bus; experience with wheelchairs and bus wheelchair lifts; prefer experience in program or activity implementation.

Special Skills: Ability to establish and maintain positive working relationships with staff, participants, volunteers, and the public; ability to communicate effectively, both verbal and written

Certifications and licenses: CDL Passenger License

Physical Requirements: Ability to work in a smoke-free environment. Possible high noise level. Ability to lift at least 30 pounds.

Equipment Requirements: Ability to drive a 21-passenger group travel bus and/or 12-passenger van and maintain a valid driver's license, a good Motor Vehicle Record, and required automobile liability insurance; ability to operate a computer, telephone, copier, scanner and facsimile machine

HOW TO APPLY

To be considered, please send a current resume and cover letter
indicating the position for which you are applying to:

careers@fiftyforward.org

FiftyForward is a Smoke Free Workplace

FiftyForward is an equal opportunity employer. Applicants are considered for all positions without regard to political affiliation, religion, gender, age, race, color, national origin, sexual orientation, disability, marital or veteran status, the presence of a non-job-related medical condition or handicap, or other status protected under local, state or federal laws.