

**Academic Enrichment Program Driver
Job Description
Parker Street Ministries, Inc. (PSM)**

POSITION TITLE: Academic Enrichment Program Driver
REPORTS TO: Director of Education / Director of Facilities

Purpose of Position:

Parker Street Ministries is a 501(c)3 nonprofit organization committed to Gospel-centered community development beginning in Lakeland, Florida's Parker Street neighborhood through four goal areas of Lifetime Learning, Desirable Neighborhood, Financial Fitness, and Healthy Community. The purpose of the position of Academic Enrichment Program Driver is to provide transportation for AEP students on school days and during Summer-Bridge Camp.

Time Required: Part-time, hourly position. Rate of pay is \$10 per hour.

Job Responsibilities:

1. Support academic enrichment program by providing safe and reliable transport to and from program.
2. Collaborate with additional staff rider for safest transport and best behavior management
3. Model appropriate behavior and conversation
4. Complete training, to include safety policies and procedures, loading/unloading, and behavior management
5. Collaborate with the Director of Education regarding discipline of the students
6. Notify supervisors immediately if any driving infractions occurs while operating PSM vehicles or in personal vehicle
7. Responsible for daily upkeep of van interior and to notify supervisor of any damage or needed repairs or maintenance
8. Keep daily time logs

Job Requirements:

1. Age
 - 21 or over
2. Work Experience
 - Minimum of two years driving experience in transport or four years driving experience
3. Personal Gifts and Skills
 - A profession of faith in Jesus Christ
 - Clean driving record
 - An ability to communicate expectations to students and volunteers
 - An ability to cooperate with fellow employees
 - Flexibility to adapt to new situations
 - Compassion toward student needs
 - Organization and time management skills
 - Ability to hold in confidence information gained in the performance of duties and overheard in the Parker Street Ministries environment

Working Conditions:

1. The Academic Enrichment Program Driver hours are 2pm-6:15pm each school day during the school year. The Summer-Bridge Camp Driver hours are normally 8:30am-3:30pm.
2. Weekend and before/after hour duties may be required during high service times.

3. Continuing employment from semester to semester (spring, summer, fall) will be reevaluated prior to end of each term.

Performance Criteria:

The Director of Education, based on this job description, will complete both formal and informal reviews and observations of the Driver.

Vacation/Benefits:

Health Insurance for full-time employees alone is provided and paid for by Parker Street Ministries.

Additional:

- Parker Street Ministries offers equal employment opportunities to all employees and all who apply for employment. There will be no regard to race, color, sex, national origin, age, disability or genetics in any decisions concerning conditions of employment. Parker Street Ministries complies with applicable state and local laws concerning discrimination in the workplace.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Individuals who cannot perform some of the requirement because they pose health or safety risks to themselves or other employees may be excluded from this position.
- This is a drug free workplace and all staff are subject to drug testing.
- Successful applicants must also pass background checks.
- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.
- Individuals must authorize PSM or its agent to obtain a motor vehicle record

Next Steps:

Please contact Business Operations & Finance Director Hannah Ferguson at admin@psmlakeland.org for an application.