*Position Description: Van Driver*

**Summary Statement**

Under general supervision from the Greater Maple Valley Community Center’s Director of Health & Wellness, the individual in this position is responsible for the safe transportation of program participants to and from program activities.

**Duties and Responsibilities**

1. Safely transport senior adults, youth and families for Community sponsored events and activities.
2. Maintain van conditions for safety, cleanliness and overall operation
3. Complete and maintain proper forms, reports, data entry and share information with the Director of Health & Wellness.
4. Enforce program policies taking appropriate action when needed.
5. Ability to read, evaluate and execute prepared daily manifest to effectively meet scheduled route.
6. Develop and maintain good community relations. Professionally represents the Greater Maple Valley Community Center, its staff and programs to the public.
7. Other duties as assigned.

**Knowledge Abilities, Skills:**

1. Express ideas effectively in written and oral formats; Provide appropriate information to colleagues and supervisor; document communication as appropriate.
2. Analyze complex problems, identify practical/creative solutions; gather information and make decisions in a timely manner; Anticipate problems and prepare contingency plans.
3. Build effective working relationships; maintain productive, professional relationships external to organization; foster and support team effort
4. Schedule time productively; maintain progress toward deliverables; adjust plan as necessary; avoid crises; maintain documentation in a usable manner
5. Work independently; identify priorities and take necessary action to meet organizational goals; seek out necessary information and resources
6. Demonstrate appropriate level of knowledge for time in position; understand relationship of position to organizational objectives

**Minimum Qualifications**: 21 year of age or older and have a valid driver’s licensed for 3 years\*, successful experience working with the public – especially vulnerable populations, CPR/First Aid certified. Successfully complete a WSP background check and driver’s abstract review.

\* Any of the following traffic code violations within the last five years will automatically disqualify a driver from employment as a driver.

* A suspended license for moving violations
* Reckless or negligent driving
* Driving while under the influence of alcohol or drugs
* A hit-and-run incident
* Vehicular homicide or vehicular assault
* More than one “at fault” accident
* An open-container violation

**Compensation**

$18.54/hr @ 20 hours per week. Open until filledProgram/Job Descriptions/Current Jobs/Van Driver 8-18-25