

POSITION TITLE: Van Driver (Hourly Staff Support)	
TYPE OF SERVICE: <u>Direct</u> or <u>Indirect</u>	PROGRAM: Client Engagement- Newcomer Education
CONNECTION TO MISSION: Transportation is one of the main barriers to our clients meaningfully engaging in opportunities outside their homes. When our programs provide transportation options, clients have a real choice to invest in themselves as they strive to be self-sufficient.	
LOCATION: In-person wherever we are running our programming.	<p>TIME COMMITMENT: Intermittent, depending on the time of ReEstablish Richmond programming. Most drivers pick up 5-6 hours a week, depending on the length of the route and number of times a class meets in a week.</p> <p><i>Current needs are Tuesdays and Thursday from approximately 8am-10am and from 1pm-2:30pm starting immediately and running until May 21<sup>st</sup>.</i></p> <p>Pay: \$20.00 per hour for the hours that the driver submits on the driver reporting form. Payroll runs monthly.</p> <p>Part-time hourly employees are NOT eligible for PTO or benefits.</p>

Connecting refugees and new immigrants to the resources needed to establish roots, build community, and become self-sufficient.



**POSITION DESCRIPTION:**

ReEstablish Richmond seeks to engage an employee to serve the role labeled Van Driver. Reporting to Director level staff, the Van Driver will provide transportation to ReEstablish Richmond clients so they can attend ReEstablish Richmond programs and events. This staff position is **a part-time hourly support staff position, and hours will be submitted using the van driver reporting form.** Dates, times, and driving routes will vary, depending on the organization's needs. Katie Brown, Director of Newcomer Education, will be your primary contact for your driving assignments.

The Van Driver will assist ReEstablish Richmond in the following ways:

- Pick up van and clients on time so that they can arrive at the scheduled program on time.
- Keep all client information confidential.
- Confirm receipt of dates, driving routes, pick up times, and drop off times.
- Communicate with ReR staff when problems or issues arise.
- Report your hours and mileage using the Van Driver Reporting Form.
- You may include the time it takes you to pick up van drive to pick up clients, drop them off, and return them and the van home. You will NOT include the time clients are in class.
- Return van cleaned and communicate with staff about the need to fill with gas.
- Ensure car seats are properly installed for children.
- Van Drivers are expected to follow the policies and procedures as outlined in the Van Driver Expectations document that will be provided during the onboarding process.

**REQUIREMENTS / QUALIFICATIONS:**

- Have a valid drivers license and clean driving record (background check will be completed every 6 months).
- The times that we need drivers change according to the class and participant availability. We need drivers who can be available during the day, evenings, and some weekends. You do NOT need to be available during all three of those time slots but do need some consistency in your schedule.

