

Part-Time Driver - Senior Department

Kaplen JCC on the Palisades
Tenafly, NJ 07670

Job Type: Part-time

Job Description:

Senior Department Part-Time Driver will operate minibuses and vans (No CDL Required) and is responsible for the safety and supervision of senior adults while transporting them to a social day program.

Responsibilities: (include but are not limited to)

- Comply with all road and safety regulations
- Safely transporting senior adults and people with disabilities
- Operate wheelchair lifts in a safe manner
- Route daily trips in an efficient, effective, and safe manner
- Communicate with family members prior to drop offs/pickups
- Work with other drivers to coordinate transportation changes
- Vehicle care and cleanliness
- Represent the organization in a positive way with dignity and integrity.
- All other duties as assigned

Qualifications:

- Clean driving record required
- Experience working with senior adults or those with disabilities. (Preferred not required)
- Must be comfortable and knowledgeable about using GPS such as Google Maps.
- This position description is not intended to be all-inclusive but is intended to be a generalized description of the primary job responsibilities and expectations.

Job Details:

- Monday- Friday (excluding holidays)
- Hours (Split Shift): 8AM - 10AM and 1:30PM - 4PM (Hours may vary based on the needs of the program to include pickups after 10AM and start times before 1:30PM) Totalling approximately 4-5 hours a day

- Approximate Total: Minimum of 20 hours per week (Additional hours may be offered as needed in between 10AM and 2PM)
- No Evening or Weekend shifts
- Hourly pay rate of \$20
- Full Membership to the facility and access to gyms and pools included with employment

Experience:

- Must be an experienced driver and familiar with the area
- Experience working with older adults or those with disabilities: 2 years (Preferred)

Please send your resume and cover letter to Will Roberts at wroberts@iccotp.org

It is the policy of this institution to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, marital status, national origin, age, handicap, veteran status or status within any other protected group.