



# KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

[www.jccotp.org](http://www.jccotp.org)

**JOB TITLE:** Senior Department Driver

**SUPERVISOR:** William Roberts, Senior Dept. Director of Programs and Services

**STATUS:** Part time [Per Diem]

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team.

## KAPLEN JCC ON THE PALISADES

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

## POSITION OVERVIEW

We are seeking a Part-Time Driver who 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 AND OPPORTUNITIES

- 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 & SPECIALIZED SKILLS**

- 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 & HOURS:**

- 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) Totaling approximately 4-5 hours a day

**SALARY RANGE: \$20 per hour**

## **BENEFITS**

This job description is not intended to be all-inclusive, and the Senior department Driver] will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted

above, we encourage you to apply. You may be just the right candidate for this or other positions.

**To apply:** Please send your resume to: [wroberts@jccotp.org](mailto:wroberts@jccotp.org)