KAPLEN JCC on the Palisades

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

JOB TITLE: Per Diem Driver
SUPERVISOR: William Roberts
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 reliable and courteous Driver to transport senior adults in a (up to) 14-passenger vehicle. The ideal candidate will have (preferred) experience driving seniors, a clean driving record, and a commitment to ensuring the safety and comfort of our passengers.

RESPONSIBILITIES AND OPPORTUNITIES

1. **Transportation Services:**
    - Safely operate up to 14-passenger, handicapped accessible vehicle to transport senior adults to and from their homes to the Kaplen JCC on the Palisades.
    - Assist passengers with boarding and disembarking, ensuring their safety and comfort at all times.
2. **Safety and Compliance:**

- Conduct pre-trip and post-trip inspections of the vehicle to ensure it is in safe operating condition.
- Adhere to all traffic laws and organizational policies to ensure the safety of passengers and others on the road.
- Report any vehicle maintenance issues or incidents promptly to the Transportation Coordinator.

3. **Customer Service:**
    - Provide a friendly and professional demeanor when interacting with senior passengers, ensuring a positive and supportive experience.
    - Address any concerns or special needs of passengers with empathy and efficiency.
4. **Record Keeping:**
    - Maintain accurate records of trips, including passenger attendance, mileage, and fuel consumption.
    - Complete required documentation for any incidents or accidents.
5. **Team Collaboration:**
    - Work closely with the Senior Adult Services Transportation Coordinator to coordinate transportation schedules and respond to any changes or emergencies.
    - Communicate effectively with the Transportation Coordinator and other staff regarding any schedule changes or passenger needs.

QUALIFICATIONS & SPECIALIZED SKILLS

- High school diploma or equivalent.
- Valid driver's license with a clean driving record.
- Preferred experience driving a 14-passenger vehicle, preferably with a senior adult population.
- Knowledge of safety practices and traffic laws.
- Excellent communication and interpersonal skills.
- Ability to assist passengers with mobility aids such as walkers and wheelchairs.
- CPR and First Aid certification. (Training provided by the JCC)
- Must pass a background check and drug screening.

Physical Requirements:

- Ability to lift up to 50 pounds.
- Ability to sit for extended periods and operate a vehicle safely.
- Ability to assist passengers in and out of the vehicle.

SALARY RANGE
Hourly $18-20

To Apply, Please e-mail your resume to: wroberts@jccotp.org

BENEFITS
Full-time: Complimentary JCC family or Individual membership
employee discounts on all programs, services and events
Generous paid time off, paid floating federal holidays, paid Jewish holidays
Health and dental insurance
403b employer contribution
FSA/HSA options
Life insurance
long-term disability

This job description is not intended to be all-inclusive, and the [POSITION] 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.