



HomeWorks Trenton Driver Job Description

Application Link: <https://form.jotform.com/202185899433162>

HomeWorks Overview:

HomeWorks Trenton is a 501(c)(3) non-profit organization that runs a free, community-based, after school residential program where Black and Brown high-school girls can authentically express themselves while receiving academic and social-emotional tools to thrive despite living in a systemically unjust society. Our holistic, after-school residential program runs from Sunday evenings to Friday mornings. Scholars live in the HomeWorks house and are transported to and from their public schools to combat chronic absenteeism. Every afternoon, they engage in activities focused on academics, cultural life skills, women empowerment, and civic engagement. They then eat a family-style meal and stay overnight in our dorm with two full-time staff members. Our mission is to inspire and equip young women from marginalized communities to achieve their potential and positively transform the world around them by providing a supportive and educational residential environment.

Position Description:

Our team is searching for an experienced contracted driver to transport 10 - 12 scholars and staff during a year long youth camp. The students will attend the Trenton 9th Grade Academy and Trenton Central High School during the day and come to the residence located in Ewing in the afternoon to stay overnight. Ideally, you will commit not only to the students' safety, but also to the mission of HomeWorks. We want you to actively engage with our program, as you will work closely with our team and our students.

Given COVID-19 guidelines and procedures, HomeWorks will not operate as planned this Fall 2020. Instead, we plan to provide an optional, safe classroom for HomeWorks scholars to attend virtual school in addition to our adapted, in-person HomeWorks programming. Your responsibilities will include transporting 10 - 12 scholars and staff to and from their individual residence and the HomeWorks office located in Ewing. There will be no overnight boarding in our HomeWorks dormitory at this time. This decision reflects our organization's priority on community health and safety as well as scholars' social-emotional well-being.

Responsibilities:

- Drives vans/buses for the purpose of transporting clients in a safe and timely manner.
 - Follow all COVID-19 van procedures provided by the HomeWorks administrative team.
- Assist clients (i.e.: seating, restraints, special equipment, etc.) for the purpose of providing safe loading and unloading from vehicles including both emergency situations and normal transport.
- Monitors passengers during transit for the purpose of maintaining order and ensuring the safety of passengers.
- Fuels assigned vehicle for the purpose of maintaining vehicle in a safe operating condition.
- Informs Executive Director of incidents (i.e.: incidents, complaints, accidents and/or potential emergency, etc.) for the purpose of providing information for follow-up action and/or proper procedures.

- Maintains cleanliness of assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of the vehicle.

Required Qualifications:

- Have a valid, non-expired Commercial Driver's License
- Pass a background check
- Have a clean driving record
- Experience transporting children and youth

Desired Qualities:

- Strong commitment to HomeWorks' mission, values and scholars.
- Positive, responsible, enthusiastic
- Able to effectively supervise the students during trips
- Craft a fun and safe environment for the scholars
- Dedicated to the HomeWorks mission

Hours of Dedication:

Hours of Dedication During Adapted Day Programming (September to December 2020):

- 7:30am to 9:00am - Monday - Friday
- 5:00 to 6:30pm- Monday - Friday
- In total, you will work an average of 3 hours per day

Hours of Dedication During Normal HomeWorks Residential Programming (January to June 2021 or whenever our Residential Program resumes)

- 6:45am to 8:00am - Monday - Friday
- 1:30pm to 3:00pm - Monday - Thursday
- Flexible hours weekday evenings between 4:00-9:00 pm
 - These hours are for field trips. Your schedule and availability would dictate when these field trips could occur.
- In total, you will work an average of 3.5 hours per day

Terms of Compensation:

HomeWorks will pay you a total of \$30 per morning and evening transportation. You would also be paid for additional evening round-trips planned around your schedule. We estimate that we will plan ten of these trips at a rate of \$35 per round trip, totaling an additional \$560. Here is a breakdown of the compensation:

- \$30/ride for Monday - Friday morning transportation
- \$30/ride for Monday - Friday evening transportation
- Additional \$35 for evening round-trip

Company vehicles, gas, and maintenance/service are the responsibility of HomeWorks.

Equal Opportunity Employer Policy:

HomeWorks is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.