



Minnesota JCC

## **JOB POSTING – Minnesota Jewish Community Center (Capp Center – St. Paul, MN)**

### **Transportation/Driver – Part Time**

The Minnesota Jewish Community Center is seeking a professional, reliable, and friendly driver to provide non-emergency transportation of elderly clients to and from their private residences to medical appointments and other destinations, utilizing company vehicles, in a safe and secure manner. Driver must maintain a clean, professional image and positive attitude when dealing with clients and co-workers. This position is part of the JCC's front-line customer service team and must be dedicated to providing the highest level of service to our members/clients.

### **RESPONSIBILITIES AND DUTIES**

- Transport clients to scheduled appointments per the daily transportation schedule, utilizing company vehicles
- Effectively communicate with Administrative Services and Transportation Assistant regarding schedule progress and any schedule changes
- Assist clients as needed, including ensuring riders are secure within the vehicle and transporting wheelchair patients on a variety of surfaces, both paved and unpaved
- Maintain vehicle cleanliness and complete regular vehicle inspections as needed
- Report any vehicle malfunctions in a timely manner so that service can be scheduled

### **QUALIFICATIONS/REQUIREMENTS**

- Valid Minnesota Class B driver's license (must provide 10-year print-out from MN DMV)
- High School diploma or GED
- Two or more years of experience working with older adults
- Experience driving a wheelchair lift van
- Ability to understand and operate GPS devices and cell phones
- Knowledge of and/or comfort with Jewish culture and traditions
- Ability to lift wheelchair or other transportation devices and place in a vehicle
- Excellent verbal communication skills
- Proven attention to detail, time management and problem-solving skills
- Positive attitude and dedication to providing exceptional customer service
- Commitment to equity, diversity, environmental stewardship, and social justice
- Commitment to the highest professional and ethical standards

### **SUPERVISORY RESPONSIBILITY**

None

**As a part time staff member you will receive a free gym membership at both our St. Paul and Minneapolis locations. Apply Today!**

Questions: Please contact Steve Mintz, Director of Programming at [SteveM@minnesotajcc.org](mailto:SteveM@minnesotajcc.org) with cover letter and resume.