



DRIVER JOB DESCRIPTION

Position: Driver

Status: Part-Time, Non-Exempt

Hours: Up to 15 Hours/Week

Wage: \$20-\$23/hourly

AGENCY BACKGROUND

The Marin City Community Development Corporation (MCCDC) has over 40 years of expertise providing job training and referral, youth development, housing programs, and other asset building services. The organization has also helped to expand Marin City's residents to own, manage, and operate their own businesses. MCCDC is a nonprofit organization with 501(c)(3) status, recognized as a leading institution in Marin City and within the County of Marin. The Mission of MCCDC is to empower and improve the quality of life of Marin City residents by implementing comprehensive employment and workforce development programs, and to preserve its diverse culture. The Marin City Community Development Corporation is committed to increasing the earnings and skills of unemployed or underemployed residents of Marin County. MCCDC efforts ensure that its clients are connected to viable careers. MCCDC works in partnership with workforce agencies, businesses, and educational institutions, to increase the opportunity for individuals with skills in demand industries that provide career track employment.

SUMMARY

We are looking for a Driver to transport clients in a comfortable, safe and timely manner. Driver responsibilities include arranging regular cleaning and maintenance services for the vehicle, planning each route based on road and traffic conditions. To be considered for this role, you should have a valid driver's license and a clean driving record with no traffic violations. Note that you don't need to have a car; we provide our own vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Map out driving routes ahead of time to determine the most expedient trip
- Driving clients to/from their desired destinations
- Listen to traffic and weather reports to stay up-to-date on road conditions
- Adjust the route to avoid heavy traffic or road constructions, as needed
- Ensure the car seats are clean and comfortable for all riders
- Schedule regular car service appointments and report any issues
- Book car wash and detailing services to maintain interior and exterior cleanliness of the car



REQUIREMENTS: (Education/Training and Experience Knowledge, Skills and Abilities)

- A valid driver's license
- A clean driving record
- Minimum visual acuity of 20/50 (or corrected to 20/50)
- Familiarity with GPS devices
- Knowledge of area roads and neighborhoods
- A polite and professional disposition
- Familiarity with responding to the special needs of physically or mentally challenged individuals
- Ability to remain calm in stressful driving situations (e.g. at rush hour and during client challenges)
- A high school diploma
- Must pass a TB and Drug Test.
- Must pass a Background, Criminal, Employment and Reference Check.

Please send your resume, cover letter and professional references to be considered for the MCCDC Program Coordinator position to:

Dr. Melissa Cadet, CEO,
mail: mcadet@marincitycdc.org, or **mail to:**

Marin City Community Development Corporation
Attn: Human Resources Department
441 Drake Avenue
Marin City, CA 94965