



TITLE: DRIVER

BACKGROUND:

Urban Strategies, Inc. (USI) is a Brooklyn based 501c3 non-profit, social service agency that endeavors to continuously strive to promote, empower, enhance, motivate, and contribute to the general well-being of the youth and families in the community at large in New York City. The organization is committed to addressing the critical issues throughout New York City such as homelessness, unemployment, childcare, hunger, and education. USI is hiring a number of positions for a temporary shelter site in Brooklyn, NY.

POSITION SUMMARY:

Under the general supervision of the Shift Supervisor, a Driver has the primary responsibility for ensuring the safety and welfare of staff, residents, and volunteers during transportation to and from the shelter and referral sites. The driver must ensure the Van is clean and in proper working condition at all times; determine and follow safe and efficient routes; ensure all occupants are in appropriate restraints; maintain all transportation records required by the program

QUALIFICATIONS:

- Valid New York State driver's License
- Previous experience driving a van with 10-15 occupants

RESPONSIBILITIES:

- Maintain a clean driving record while employed.
- Pick up and drop off clients at scheduled referral sites.
- Ensure attendance at destination in a time efficient manner.
- Assisting clients in entering and disembarking vehicle as needed.
- Navigate to and from destination using routes with minimal traffic and mileage.
- Follow all traffic rules and regulations.
- Assist passengers to enter and disembark vehicle as needed.
- Ensure vehicle is in compliance with inspection and registration requirements.
- Arrange for schedule maintenance check.

Annual salary is \$30,000-\$35,000.

Candidates interested in the position should submit a cover letter, resume, and three references to USINYJobs@rfwconsultants.com with "Driver Position" in the subject line by Friday, November 4, 2022 by 5pm.