

# JOB ANNOUNCEMENT

## Driver (\$18.00)

Working to make a difference since 1972, **La Casa de Don Pedro** has been building healthier communities, empowering tomorrow's citizens, educating vulnerable children, and ensuring families receive the support they need, no matter what they face.

### DESCRIPTION:

Are you interested in a **full-time, hourly** position with a generous benefits package? If so, look no further!

We're currently searching for someone who is **reliable, friendly, energetic**, is passionate about serving the Newark community, and is able to work at our **23 Broadway** location.

Apply now so you can become part of our ever growing organization.

### KEY DUTIES:

- Daily transportation of students/parents and/or staff to program site, field trips or community events.
- Responsible for being attentive to traffic and weather conditions while staying on schedule and ensuring the safety of passengers.
- Ensures that assigned vehicle is operating properly each day by testing brakes, tires and other components such as having sufficient fuel/fluids at all times and is maintained in clean condition.
- Delivers inter-office mail daily as needed.
- Follows general procedures as outlined in the transportation policy manual.

*La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law.*

To learn more about our organization, please visit our website: [www.lacasanwk.org](http://www.lacasanwk.org)

### HOW TO APPLY:

Email your cover letter and resume to

[yfhsrecruiting@lacasanwk.org](mailto:yfhsrecruiting@lacasanwk.org)

*Only candidates being considered for an interview will be contacted*

### QUALIFICATIONS:

Must be fully COVID-19 vaccinated by first day of work

Valid New Jersey Commercial Driver's License (CDL, Class B) and must have a School (S) and Passenger (P) endorsement with two years of relevant experience.

Clean driving record (NJ MVC driver's abstract required)

Complete and pass a fingerprinting criminal background check and Child Abuse Record Information (CARI) Form as required by the State of NJ

Excellent verbal and written communication skills

### SCHEDULE:

Monday – Friday

10:00am – 6:00pm or

12:00pm – 8:00pm

*Schedule may vary accordingly to meet division's needs*