



Daycare Driver

Position Description

Reports to:	Senior Kids Program Manager
Hours:	10-24 hours per week
Job Classification:	Part-time (hourly, non-exempt)
Work Location:	Duvall, WA

BACKGROUND:

Acres of Diamonds' mission is to create lasting change for homeless moms and kids through a caring community. Our vision is that each child benefits from a program tailored to their needs, in a safe environment with interventions that support safety, trust, and respect. We believe that with the right tools, resources, and healthy relationships, children can heal and become productive adults giving back to their communities. We value the importance of our whole community, from our residents and staff, to our volunteers and donors, to the communities where we operate, as integral to the completion of our mission.

POSITION SUMMARY:

The position of Daycare Driver reports to the Senior Kids Program Manager and requires a highly motivated person who has a passion for following God and serving homeless women and children. As the Kids Driver, this person will be responsible for safety driving kids to or from day care, while maintaining good relationships and good boundaries with each family involved. The successful candidate will have proven they are responsible, dependable, and enjoy working with kids.

DUTIES & RESPONSIBILITIES:

- Drive children to or from daycare.
- Check the condition of a vehicle's tires, brakes, windshield wipers, lights, fuel, and safety equipment to ensure that everything is in working order. Report any van malfunctions or needed repairs. Refill gas and track expenses as needed.
- Comply with traffic regulations in order to operate vehicles in a safe and courteous manner.
- Help children follow safety rules while boarding and exiting vans, and while escorting children across roads and parking lots.
- Inform pertinent staff and residents if children aren't arriving on time for transportation or if there are behavioral issues.
- Keep van interiors clean for passengers.
- Initiate a calm transportation experience for children, adjusting temperature, sounds, and enforcing rules as needed.
- Build positive relationships with residents, staff, and volunteers. Develop a growing knowledge of our resident population that informs all other duties.
- Maintain strict resident, volunteer, and donor confidentiality, objectivity, and professional boundaries.
- Attend and actively participate in weekly staff meetings and accept responsibility for the development of positive team relationships.



- Establish and maintain good long term working relationships with staff and agencies serving the Acres of Diamonds resident population and with agencies referring residents to Acres of Diamonds.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Personal relationship with Jesus Christ and active in a Christian church.
- Have a clean driving record.
- Exhibit excellent verbal interpersonal communications skills to facilitate effective interactions with residents, volunteers, staff, and partner agencies.
- Sensitivity to the needs of residents, staff, and volunteers from diverse cultural and economic backgrounds.
- Computer skills: Word, Excel, E-mail, and Internet navigation.
- Valid Washington state driver's license.
- Ability to lift up to 40lbs.

Acres of Diamonds is a Christian 501(c)(3) organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives.

It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.

Send Resume and Cover Letter to julie@acresofdiamonds.org. Only qualified candidates will be contacted. Applicants will be subject to a background check.