



Part-time Driver/Transportation Specialist

Reports to: Program Director | **Hours:** Part-time (up to 20 hours/week). Schedules available: Mon to Thurs evenings (5:00-10:00 PM) or Weekends (Saturdays and Sundays. 12:00 PM – 9:00 PM) | **Pay Rate:** \$20 per hour

Organization. Established in 1985, PEI KIDS' is Mercer County's premier nonprofit organization focused on child safety and assault/abuse prevention. With a mission dedicated to fostering child-safe communities, PEI KIDS serves children and their families in the Mercer County area, including system-involved youth.

Position. PEI Kids is looking for a well-rounded individual for our Transportation program to facilitate services for youth by providing transportation for parents to visit with youth in detention facilities and provide transportation for youth to attend court-ordered activities using PEI KIDS' vehicles. If you have a good driving record, can adapt to flexible situations, are great with families and have a good rapport with people, this will be a wonderful job opportunity for you to make a difference in the lives of Mercer County families.

Primary responsibilities:

- Transport parents to visit children/youth in detention facilities located throughout the State of New Jersey including Middlesex, Essex, and southern NJ counties using PEI KIDS' vehicles.
- Always ensure the safety of passengers, observing all driving laws, regulations, speed limits and department policies/procedures to ensure safe, timely transportation for clients.
- Maintain cleanliness of vehicles by sanitizing, cleaning out trash and ensuring the tank is full at the end of each transport. PEI KIDS provides gas credit cards for refueling vehicles.
- Promptly report any issues with vehicles (engine light on, tires need air, performance issues, etc.) to ensure the fleet is always well maintained.
- Attend car-seat training and properly install/operate car seats, booster seats, infant/high-back seats, as needed, depending on the age/needs of children being transported.
- Must be willing and able to transport unaccompanied youth when needed.
- Must be willing to wait at the appointment location when conducting transports for clients attending medical/therapeutic and other scheduled appointments.
- Work as a team member with the Program Director, clients and other department and agency staff.

Essential Job requirements:

- High school diploma with some post-secondary training/college preferred
- Experienced driver (5 years) with clean driving record

- Must be able to pass a thorough background check
- Ability to move and assist children in and out of cars, and carry up to 35 pounds
- Proficiency using GPS
- Must be willing to undergo comprehensive driver safety and child-safety training
- Experience working with children and families is helpful.

Additional skills:

- Spanish speaking a plus
- Comfortable driving on highways and providing longer-distance transports up to 1-1/2 hours each way. Knowledge of surrounding Counties helpful.

To apply:

Email resume and cover letter to Audrey Massey (amassey@peikids.org). Please no phone calls. Position is open until filled.

PEI KIDS is an equal opportunity employer. We celebrate diversity and are committed to cultivating an inclusive environment where our employees and clients can thrive. PEI Kids does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factor.