

Momentum Center

Driver

DESCRIPTION: Extended Grace/Momentum Center is a non-profit grassroots movement to create a stigma free community where every person is fully visible and connected. The Momentum Center for Social Engagement is a social and recreational program for teenagers and for adults with mental illness, addiction, and developmental disabilities.

PURPOSE OF POSITION: The focus of this position is to safely transport members or other identified individuals using our bus. This position is utilized on an “as needed” basis.

REPORTS TO: This person reports directly to the Chief Operations Officer.

HOURS: This is a float position with a fluctuating schedule based on weekly need. This is not a part time or full-time position. There is a maximum of 20 hours per week.

QUALIFICATIONS: The successful candidate will demonstrate the ability to safely transport members and other passengers in the Momentum Center van.

Some requirements include:

- High school diploma or GED
- Valid driver’s license with acceptable driving record
- Bilingual in English and Spanish preferred
- Previous experience as public transportation driver preferred, but not required
- Thorough knowledge of traffic laws, ordinances, and practices involved with safe vehicle operation.
- Experience in a non-profit setting, as an employee, intern, or volunteer
- Experience and comfort interacting with people who have mental illness, addiction, and/or disabilities or barriers of language and culture, while exercising appropriate boundaries
- Efficient time-management skills
- Alignment with the Momentum Center values, core characteristics and Diversity/Equity/Inclusion Statement
- Ability to show empathy and compassion while maintaining clear personal boundaries

JOB DUTIES:

1. Provide safe transportation to/from Grand Haven, Holland, and other parts Ottawa County.
2. Provides friendly and courteous communication while interacting with passengers.
3. Ensures passengers follow safety protocols when riding the Momentum Center vehicle.
4. Transport passengers and arrive to destination in a timely manner.

5. Makes weekly inspections of bus for items such as burned-out bulbs, low tire pressure, etc.
6. Assists individuals with physical needs in boarding and departing the bus via the lift ramp.
7. Refuels the bus when needed.
8. Ensures bus is clean before and after transporting guests.

January 2, 2024