



The Jewish Community Center has an opening for a **Substitute Driver** to join our team. This part time, non exempt position is scheduled on an as needed basis.

**Summary:**

Provide transportation for seniors and home delivered meals for our Adult Day Center and Nutrition programs as well as transportation services to other departments within the J as necessary. Other activities could include NORC activity transportation, providing shuttle service from our parking lots to buildings during special events, delivery runs between our locations, activity transportation for Inclusion programs, etc.

**Responsibilities:**

- Assist all passengers door-to-door between their home and the bus, as well as between the JCC and the bus.
- Make sure all passengers are properly seated and belted at all times while on the vehicle.
- Check bus for lost articles after dropping off passengers and prior to locking bus at the end of the day.
- Responsible for a clean bus, bus is to be swept out daily.
- Attend required training sessions and meetings.
- Maintain CDL license.
- Follow departmental instructions and procedures for transportation route assigned (Adult Day Center, Nutrition, NORC, etc.). This could include calling families prior to arriving to pick up a passenger, loading meals for home delivery, following pre-determined routes, etc.
- All other duties as assigned by supervisor.

**Qualifications:**

- High School Diploma or GED is required.
- Must have and maintain valid C.D.L. (Certified Drivers License) A, B, or C with passenger endorsement.
- Must be able to read and follow instructions.
- Good customer service skills and demonstrate a positive demeanor.
- Ability to have the patience when assisting frail older adults.
- Ability to physically assist frail elderly adults, up to 250 pounds, in and out of the bus for transfer and with mobility. Includes assisting those with canes, walkers, and in manual and electric wheelchairs.
- Able to walk, bend, push, lift, sweep the bus, see, hear and have the physical capacity to drive the bus.
- Must have physical ability to lift up to 50 pounds, transfer participants (up to 250 pounds), push and maneuver a wheelchair up to 250 pounds, and assist participants with mobility.
- Able to load and unload goods from a delivery van and take into the building (meals, mail, towels, etc.), up to 50lbs.
- Ability to interact personally with participants and their families.
- Current American Red Cross CPR/First Aid certification is required (training is provided)
- Position requires registration on the MO Family Care Safety Registry as well as the registration must be maintained for continued employment.

For more information about the JCC, please see our website: [www.jcctl.com](http://www.jcctl.com)

To apply, please email your resume and cover letter, including salary history/requirements to [careers@jccstl.org](mailto:careers@jccstl.org) . Please include the position title for which you are applying in the subject line of your email.

The JCC is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-verify Program.