



Position Available: **Driver (Community Worker)**
Department: **Children, Youth, and Family Services Department**
Location: **Akron, Ohio**
Schedule: **Part-time, 12-15 hours, non-exempt position**

SUMMARY

Asian Services In Action, Inc. is seeking skilled and committed professional for the International Community Empowerment Project (ICEP) program. This is a unique opportunity for a community service oriented person with good driving and people skills, knowledge of Akron neighborhoods and Akron Public Schools. The primary role of this position is to provide transportation for youth clients to programming as per need decided upon by manager or supervisor. International Community Empowerment Project (ICEP) remains ASIA's longest-running program. Over the years, ICEP has served hundreds of children in kindergarten through 12th grade from over a dozen ethnic communities. With many of the outreach belonging to families of limited English proficiency living in inner-city communities, the program seeks to impact environmental risk factors that influence VATOD.

DUTIES AND RESPONSIBILITIES

- Follow traffic signs and street signs to get to the destination;
- Inspect and maintain the vehicle, adding fluids and oil as needed;
- Check tires, brakes, lights, and gas;
- Add fuel when running low;
- Upkeep vehicle maintenance as needed (oil changes, etc.);
- Provide regular maintenance of the interior of the vehicle (throwing trash away, vacuuming, etc.);
- Read and interpret maps and GPS directions;
- Coordination of efficient routes and pick-up/drop-off schedules;
- Maintain logs for client pick-ups/drop-offs and mileage;
- Assist clients in and out of the vehicle;
- Assist clients to programming, program-related field trips, and events;
- Assist clients with interpretation/communication in family outreach if needed;
- Assist clients with paperwork, if needed;
- Assist clients to ASIA outreach events, if schedule permits

SCHEDULE

The general schedule of duties will be as follows:

- Mondays 3:30 pm - 6:00 pm
- Tuesdays-Thursdays 3:30 pm - 6:30 pm
- Driving on special programming days requested

QUALIFICATIONS

- Must have a good driving record;
- Must have Ohio Driver's License;
- Must feel comfortable driving a large 12 or 15 passenger van (will train);
- Must have current and valid vehicle insurance;
- Must have a background check (BCI);
- No reckless driving convictions in the past year;
- No license suspension for points in the past years;
- Must have no more than one moving violations and/or accidents during the last three years;
- Must enjoy working with youth and have good interpersonal skills in working with diverse populations/personalities;
- Employment may be terminated when the employee does not observe the rules mentioned above and in ASIA's personnel manual;
- Bilingual skills desirable

The position reports to the Manager of Children, Youth, and Family Services Department.

CONTACT

Please send cover letter and resume to HR Manager (hrmanager@asiaohio.org). Visit www.asiaohio.org. **No phone calls, please.**

Asian Services In Action, Inc. promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.