



Job Description

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

FUNCTIONAL JOB TITLE: YouthBuild Transportation Coordinator (Driver)

DEPARTMENT: YouthBuild

REPORTS TO: YouthBuild Long Island Director

FOR HUMAN RESOURCES ONLY

FLSA EXEMPT: Non-Exempt – Part Time

DATE: January 15, 2025

AUTHORIZED BY: J. Adams

Position Objective:

The Transportation Coordinator is responsible for transporting YouthBuild participants to and from job training sites, GED education and program location. Tasks include but are not limited to coordinating transportation schedule and overseeing vehicle maintenance and cleanliness.

Principal Duties & Responsibilities:

1. Transport participants to and from job training sites, GED education, and program location
2. Provide safe transportation by adhering to all safety rules of the road and exercising appropriate driving judgment including checking that all individuals on vehicle are utilizing seat belts always.
3. Maintain program vehicle(s), informing Program Director of any problems. Keep record of vehicle repairs.
4. Maintain transportation lists and contact participants with transportation schedule.
5. Maintain proper levels of gasoline and oil in program vehicle(s) and keep interior of vehicle(s) clean.
6. Maintain daily mileage log.

7. Maintain confidentiality and respect the dignity of all participants.
8. Adhere to all United Way of Long Island's policy and procedures
9. May occasionally be required to assist other United Way programs during normal working hours.

Knowledge, Skills, & Abilities Required:

1. Valid NY State Driver's License with no record of suspensions.
2. Must take defensive driving course every 3 years and submit verification.
3. Ability to read and interpret a map/GPS as necessary.
4. Ability to communicate with and understand the needs of youth.
5. Ability to complete all required paperwork necessary to perform work assignments.
6. Must be proficient in computer applications necessary to complete daily work assignments, daily timesheet, request time off, participate in required trainings and MS Outlook email

This is a part-time regular exempt position. Evening and weekend hours may be required for YouthBuild/United Way related functions.

Estimated Salary: \$22-\$24/hr

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the organization.

How to apply: Send your cover letter, resume and salary expectations via email to Jenette Adams jadams@unitedwayli.org with subject line "YouthBuild Transportation Coordinator/Driver"