

A Precious Child Full-Time Driver

A Precious Child, Inc. is a 501(c)(3) nonprofit organization providing children in need with opportunities and resources to empower them to achieve their full potential.

A Precious Child envisions a future where every child grows up to be a secure, self-reliant, contributing member of their community.

The Driver will work directly with the Donation Center Manager to schedule and pick up all donations. They will also be responsible for inputting and maintaining accurate records in our database. The Driver will also aid in the Resource Center and Warehouse with inventory management and facilities management.

Hours: Full-Time, Non-Exempt, with some evenings and weekends

Reports To: Donation Center Manager and Resource Center Director

Areas of Responsibility:

- Coordinate pick up dates for organizations participating in drives and update calendar accordingly.
- Maintain ongoing scheduled pick-ups, transporting, loading, and unloading of merchandise and donation bins from designated locations, including pick up and drop off of items for events.
- Supervise and guide volunteers (individuals and groups) and interns, as assigned.
- Establish and adhere to all driving safety protocols.
- Perform pre-trip and post-trip vehicle inspections in accordance with organization procedures. Document inspections and report the need for repairs to the Donation Center Manager.
- Work with the Resource Center to determine highest need items and research potential In-Kind Drive prospects in order to receive these items.
- Ensure truck and van are outfitted with supplies necessary to complete daily assignments including large black trash bags, dolly (if needed), and mileage log.
- Maintain an insurable driving record, reporting ALL traffic violations (both work & non-work related) to the Donation Center Manager.
- Fuel vehicles as assigned, record fueling data on receipts, make and submit copies.
- Oversee approved maintenance of the truck and van.
- Aid Resource Center Director and Donation Center Manager with inventory management and facilities management of A Precious Child sites and storage areas.
- Support program Volunteers and Interns.
- Provide general program support (as needed).
- Adhere to organizational safety and OSHA standards.
- Responsible for volunteer engagement and training.
- Other duties as assigned.

Experience and Qualifications:

- High School Graduate.
- Clean driving record.
- Familiar with Microsoft Excel, Word and Outlook.
- Customer service experience in person and on the phone.
- Self-starter with great follow-up.
- Excellent oral and written communication skills.
- Self-motivated, good organizational skills, flexibility, collaborative skills, and ability to multi-task and works well with others.
- Ability to communicate in a professional manner with other staff members, volunteers, donors, and clients.
- Enthusiasm for the mission of A Precious Child and the children and families we serve
- Minimum two years' experience in driving large vehicles.
- Possess a current US driver's license and clean DMV record.
- Ability to properly load merchandise into the trucks, securing loads, and conduct a pre-trip inspection of the vehicles.
- Ability to read and utilize Google maps on a Cell phone.
- Ability to clean and maintain vehicles.
- Ability to recognize any unsafe condition of the vehicles and other problems related to the job and alert supervisor as soon as possible.
- Ability to communicate, read, and write English.
- Ability to work a flexible work schedule, including night, weekends and holidays.
- Ability to meet qualitative and quantitative performance standards as established by the company.
- Ability to pass drug screening and criminal background check.
Must provide proof of identification and eligibility to work in the United States.
- Ability to be able to perform the duties of the job description with or without reasonable accommodation.
- Ability to be able to regularly lift and/or move greater than 40 pounds. Use of material handling equipment is provided.

Compensation: Commensurate with experience.

To Apply: Please email cover letter and resume to Donation Center Manager, Nikki Petersen at nikki@apreciouschild.org. No Phone Calls, please.

For more information about A Precious Child visit APreciousChild.org