**JOB DISCRIPTION**

New Directions for Youth, Inc.

New Directions for Youth, Inc. 7315 Lankershim Blvd North Hollywood, CA 91605 818.503.6330

www.ndfy.org

**Job title:**  Driver

**Grade:** A-2 $16.50/hr, Part-Time

**Purpose of this position:**

To transport food to youth and families in the community and to transport youth and families as necessary.

**Primary responsibilities:**

Transportation: Ensure safe transportation for all passengers.

Documentation: Document deliveries, ensure accuracy of documents, complete documentation in a timely manner as requested by NDY staff or supervisor.

Team communications: Ensure positive communications with supervisor and other staff members in such a way that client privacy is maintained, supervisors are kept fully informed of all activities and other team members are supported.

**Skills and Qualifications Needed:**

Class B Driver’s License with passenger endorsement. Must have had, at minimum, a class C license for the past 5 years. Must have a driving record with no more than 1 point. Must be organized and flexible

**Education:** High school diploma preferred, however can be substituted by verifiable experience in driving.

Contact: Ani Belichkov at 818-503-6330 or abelichkov@mail.ndfy.org

Only serious candidates should apply!!!