



Position Announcement

Today's Date: 11/1/2017

Posting #: 8472

Job title: **Van Driver**

FLSA/ Code/ Status: Nonexempt / 1221 /CUB unrepresented

Location: **Westside YO Community Center**

Starting Salary: \$13.90 per hour _Part Time 27 hours per week

Status: **Temporary with no Benefits**

Position Overview:

The Westside Youth Opportunity Center (WSYO) serves 14 year old youth up to 24 year old young adults. The Van Driver transports youth program participants to and from the WSYO and other designated locations. Work hours are 3:00pm to 8:30pm, Monday through Friday, start and end hours may fluctuate.

About the Mayor's Office of Employment Development

The mission of the Mayor's Office of Employment Development coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize

Typical Examples of Work Performed:

- Responsible for driving participants to training sites and other designated locations throughout the city.
- Routinely monitors vehicle fluid levels and general condition of assigned vehicle regarding safety.
- Ensure the observance of vehicle passenger safety guidelines in accordance with the law and the MVA.
- Complete, accurate and thorough participant and vehicle incident reports as necessary.
- Assist with facility upkeep.
- Performs other duties as required.

Key Attributes:

- Ability to drive an automotive vehicle in a safe and courteous manner.
- Ability to understand and follow oral and written instructions.
- Ability to express ideas, both orally and in writing.
- Knowledge of principles and practices of automotive operation.
- Knowledge of the Baltimore metropolitan area.
- Knowledge of positive youth interaction, strategies for guidance and communications.
- Ability to work as a member of a team to assure project completion.
- Ability and willingness to satisfactorily complete certification course as Baltimore City vehicle operator

Required Education & Experience:

- High School Diploma or GED.
- One year of driving experience without any violations.
- Or, any equivalent combination of education and experience.

Special Requirements:

- Must possess a valid Maryland driver's license with no more than three points on record
- A copy of a driving record that is no more than three days old at time of interview.
- Ability to work weekends and evenings as required.
- Criminal Background Investigation required

All qualified applicants should submit a resume to the MOED Human Resources Department via email at resumes@oedworks.com, or you may mail your resume to 417 E. Fayette Street, Suite 468, Baltimore, MD, 21202; or via fax: (410) 396-8132.

Please **place job title and posting number in the subject line.**