



POSITION: DELIVERING DREAMS ONSITE COORDINATOR / BUS DRIVER

REPORTS TO: DELIVERING DREAMS BUS PROGRAM MANAGER

DESCRIPTION

Delivering Dreams of Arizona (DDA) is a nonprofit organization that improves the lives of children through philanthropic programs. Responsible for working with DDA's core program, Delivering Dreams Bus (DDB) program which provides clothing assistance to low-income youth at Title I schools in the greater Phoenix area. In support of the program, this person will be responsible for driving one of our Delivering Dreams buses - and overseeing the program operations each day. The Bus is a retrofitted 40' bus that serves as a mobile dressing center, complete with clothing racks, dressing rooms, and a shoe fitting area. Our buses do not transport people, they are driven to local schools where children board the bus to receive their clothing/shoe packages. The ideal candidate will have the appropriate license (CDL) for driving the bus, along with the ability to work with volunteers each day to help serve kids. There is considerable lifting every day. Driving is only 10% of this job. 50% of the job is onsite coordinating the school dressings, and the other 40% is loading/unloading. The position will be full-time 40 hours per week (M-F 7a-3p) with full benefits.

****Delivering Dreams of Arizona is a Smoke-Free Workplace. We reserve the right not to hire or retain employees who choose to smoke and we prohibit smoking on all company premises. ****

RESPONSIBILITIES

- Drive the mobile unit to school visits and to regularly scheduled maintenance.
- Provide dressing service for children served by DDB program.
- Load and unload the mobile unit with clothing for school visits.
- Maintain safe equipment: prepare bus for operation through daily vehicle inspections; schedule regular maintenance and cleaning for mobile unit with Fleet Manager; maintain mobile unit maintenance records (drive log and Bus performance records); ensure all equipment is operating efficiently, secured during transport, and the preventative maintenance schedule is adhered to.
- Monitor and evaluate review DDB operations, program, and practices along with the DDB Manager. Submit reports and meet with the DDB team regularly.
- Volunteer management: plan, organize, and prioritize the time and workload of community and school volunteers on the mobile unit; work with the volunteer scheduler to make sure adequate resources are available based on workload; coordinate activities with the Volunteer Program Manager; train new volunteers as needed.
- Reporting: provide monthly program reports to DDB Manager that include key service metrics, including number of schools and children served, number of schools visited, ethnicity, race, and other demographics, number of volunteers, photos, issues/concerns, and opportunities.
- Scheduling: manage the schedule of DDB school visit dates as directed by the DDB Manager.
- Attend monthly staff meetings and work with other Coordinators as a team to ensure program goals are met.

During school holidays, winter break, and summer months when the program is not in operation this person will work with DDB Manager on other projects at our main office and/or thrift store.

Requirements: Must have a current Arizona Class B CDL. Fingerprint Clearance Card will need to be obtained upon hire, so must be able to pass background check. Must be able to lift 50 lbs.

Pay: \$20-24/hour with bonus opportunities

Benefits:

- 401(k) with 4% company match
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance (portion paid by employer)
- Life insurance (\$15,000 paid by employer)
- Short term disability (paid by employer)
- Paid time off
- Paid training
- Vision insurance
- Pet Insurance
- Long term disability
- Accident Insurance

Schedule:

- 7:00 am – 3:00 pm Monday-Friday