

Girls Incorporated of Metro Denver
Inspiring all girls to be strong, smart and bold

Job Description/Announcement

Position: Part-time Temporary Afterschool Van/Shuttle Driver
Responsible to: Director of Programs
Location: 1499 Julian Street, Denver, CO

*The mission of Girls Incorporated of Metro Denver (GIMD) is to inspire all girls to be **STRONG, SMART and BOLD**. Our life changing programs and experiences help girls navigate gender, social and economic barriers and reach their full potential. We provide year-round healthy living, academic-enrichment and life skill-building programs that are delivered by trained, mentoring professionals in a positive all-girl environment.*

Purpose: To assist with afterschool pickup for GIMD center-based programs Monday through Friday from 2:30-4:30pm.

Primary Duties:

- Pick up girls at designated schools and drive them to Girls Inc. of Metro Denver
- Enforce safety and discipline standards pursuant to Girls Inc. policy
- Report any maintenance needs to staff
- Preserve safe driving standards in a 15-passenger van or shuttle

Qualifications:

- Demonstrates commitment to the Girls Inc. mission, vision, and advocacy statements
- Possess a valid Colorado driver's license, with driving record that allows employee to be covered by agency auto insurance and drive agency vehicles
- Must be at least 24 years old and have a 2-year driving record
- Appreciation, skills and sensitivity for diverse populations, cultures, economic backgrounds, and other life experiences
- Commitment to the values of social justice and anti-oppression
- Supports an organization environment based in respect
- Ability to communicate and work directly with adults, adolescents and children
- Ability to inspire, stimulate and support self-empowerment among girls
- Ability to self-start and work well in a team setting
- English/Spanish Bilingual skills preferred

Experience: Experience driving a 15-passenger vehicle preferred but not required

Position Status: Part-time temporary, non-exempt hourly position consisting of 10 hours per week, Monday – Friday through April 2018. Position begins again in September 2018

Schedule: Monday through Friday from 2:30 – 4:30pm.
Excludes school district holidays and school district non-contact days
https://www.dpsk12.org/wp-content/uploads/Approved-Calendar_1718_color.pdf

Compensation: \$13.00 per hour

To apply, please email or deliver a completed *Application for Employment* to

Charleen Ramirez-Mares, Director of Programs
Girls Inc. of Metro Denver
1499 Julian St. Denver, CO 80204
Fax: 303-893-4352
cramirez-mares@girlsincdenver.org

Equal Opportunity Employer

Girls Inc. of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, gender expression, military or veteran status, physical or mental disability, marital status, or national origin.

Revised: October 2018