



PONTIAC

COMMUNITY FOUNDATION

M1 Mobility Driver

The Pontiac Community Foundation (PCF) is an independent 501(c)(3) organization, dedicated to Building a Brighter Future for Pontiac by engaging philanthropy, leadership, and collaboration to tackle Pontiac's most pressing issues. Our organization's most effective work accomplishes neighborhood investment, economic vitality, civic engagement, and racial equity initiatives that help make the city of Pontiac a more desirable place to live, work, and play.

The Pontiac Community Foundation is hiring a M1 Mobility Driver to serve as a shuttle driver for the newly formed M1 Mobility initiative, in partnership with M1 Concourse and their non-profit arm, Checkered Flag Challenge Foundation. The Driver will perform routine transportation for the initiative. The Driver reports directly to the M1 Mobility Program Manager and serves under the general supervision of the CEO.

Essential Responsibilities:

- Drive shuttle vehicles for various youth, senior, and community programs as needed
- Take responsibility for the safety of each child and/or program participant from start to finish
- Monitor activity on vehicle before, during, and after shuttle rides, to ensure positive environment
- Maintain necessary records, documentation, office correspondence and requisition of supplies
- Perform regular inspection of vehicle and recommend appropriate service to program manager
- Maintain vehicle fuel and ensure cleanliness of interior and exterior of vehicle
- Practice regular communication with program manager, as well as program participants served
- Other duties as assigned

Skills and Qualifications:

- Must embrace the mission of Pontiac Community Foundation
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
- Time management/flexibility with job duties; Be a "self-starter" and goal driven to initiate program
- Be organized and exhibit "follow through" on tasks and goals
- Possess a smart phone or device with a data connection
- At least 18 years of age or older and possess a High School diploma/GED. PCF will assist in acquiring additional endorsements as needed.
- Valid driver's license and able to drive effectively, clean driving record, and reliable transportation
- Ability to pass a background check, and medical exam as needed
- Ability to work and drive in inclement weather conditions, and moderately loud environments
- Availability to work a flexible schedule, including evenings and weekends

Compensation, Benefits, and Terms:

- Current contracted position (1099) requires approximately 10 hours per week at \$20/hour. Schedule is subject to change with direct connection to program and events calendar.
- Applicants can apply by sending their resume with references and contact information to hr@pontiaccommunityfoundation.org or call (248) 246-6606 for more information.