**Transportation Specialist – Job Description**

Job Title: **Transportation Specialist**

Reports To: **Director of Operations**

Job Status: **Part-time – Non-Exempt, Hours vary as-needed**

**Job Summary**: Responsible for the general transportation needs of the Raleigh Rescue Mission including transporting clients to and from employment, vocational training, appointments as well as providing pick up services for material goods. Monitor maintenance and cleanliness of the mission vehicles. Assist with minor maintenance needs of mission.

**Job Duties & Responsibilities**:

* Provide general transportation for clients, staff and volunteers engaged in mission related activities such as vocation training, employment, appointments and mission sponsored recreation events.
* Provide pick up of mission supplies from community venders as needed.
* Ensure all scheduled and preventative maintenance is current and documented on all mission vehicles. Coordinate with Operations to assist with transporting mission vehicles to vendors for repairs.
* Ensure cleanliness of all mission vehicles.
* Ensure that travel logs are current and maintained.
* Ensure that vehicles have adequate fuel at all times.
* Assist maintenance when needed on routine repairs and upkeep of the mission property.
* Other duties as assigned.

*These duties are not exclusive and with consideration of the job requirements and the employee’s skills, this job description can be added to or taken away from at the discretion of the employee’s immediate supervisor.*

**Job Skills & Requirements**:

*Raleigh Rescue Mission considers every position one of Christian ministry and every person a valued and vital part of our team. Therefore, it is essential that all employees of the Mission have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values and our Code of Conduct and Business Ethics.*

* Must have a valid driver’s license with safe driving record
* Ability to drive a variety of vehicles including 12 passenger vans
* Desire to serve the Lord in a shelter/recovery ministry
* Maintain confidentiality
* Communicate effectively
* Minister effectively and compassionately to the individuals experiencing homelessness, while maintaining healthy boundaries
* High school diploma or GED required