



# Nome Community Center, Inc.

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Nome, Alaska 99762  
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## **JOB TITLE: XYZ Senior Center Driver—Part Time**

### **NATURE OF WORK**

This part time/on-call position includes driving elders and XYZ program participants, as well as meal delivery, with occasional trips with program participants to outer city limits for activities.

### **RESPONSIBILITIES**

- Provide transportation between participants' homes and the senior center, errands such as post office and local stores, and on outings as needed
- Deliver lunch meals to homebound participants
- Maintain cleanliness and safe-keeping of center-operated bus(es)
- Report all vehicle maintenance needs to direct supervisor
- Provide support for other duties as assigned by immediate supervisor

### **DESIRED QUALIFICATIONS**

- High School Diploma
- Good interpersonal and communication skills both with agency staff and general public
- Ability to work with minimal supervision
- Pass a criminal background check
- Possess a driver's license and good driving record
- History of working with elders is desired but not required for hire
- Must apply and be approved for 3<sup>rd</sup> Party Supervisor through GeoCare to supervise Seaside residents

**WORKERS COMPENSATION CODE: 8864**

### **SALARY AND BENEFITS:**

**SALARY:** \$13/hr. or DOE

**HOURS:** 0-30 hours per week, variable M-F (depending on need)

**SUPERVISOR:** XYZ Director

**CLOSING DATE:** Until filled

*Nome Community Center is an Equal Opportunity Employer.*

Revised 11/1/17

*Service to the people of the Bering Straits Region since 1910.*