

Alternatives For Girls Job Description

Job Title: Driver/Program Assistant
Department: Community-Based Prevention
Reports To: Community-Based Prevention Associate Director
FLSA Status: Non-Exempt

Date: August 3rd, 2011

AGENCY DESCRIPTION: Alternatives for Girls (AFG) helps homeless and high risk girls and young women avoid violence, teen pregnancy and exploitation; and helps them to explore and access the support, resources and opportunities necessary to be safe, to grow strong and to make positive choices for their lives.

The services provided by AFG are based on the belief that young women can benefit from learning there are choices they can make in their lives, and that, with friendship and support, they can take control of their own futures. AFG programs offer a stable environment conducive to the development of trust in adults, and encourage interaction with other girls, in order to build self-esteem as well as independent living skills.

DESCRIPTION

Under the supervision of the Community-Based Prevention Associate Director, the driver provides transportation as needed for program activities including after-school and family workshops, recreational activities, special events, etc. The driver must be available to work weekdays during the summer, afternoon and evenings during the school year and weekends throughout the year, for a total of 20-25 hours per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Client-Centered Activities:

1. Transport girls and family members as needed to and from workshops, recreational activities, larger group activities (especially around holidays), and to and from other program activities.
2. Perform errands to include picking up and delivering to program sites and/or client's homes, donations of clothing, food, furniture, supplies, equipment, and gifts.
3. Assist with the coordination of activities and workshops for girls ages 4-21 years old, as needed, to meet grant and program goals.
4. Act as an advocate for girls on school, community, interpersonal, and family issues, as required.
5. Assist as needed in preparing and delivering the Summer Program, including developing and delivering age-appropriate programming for youth aged 4-12 years, and training and working with Youth Leaders aged 16-21.

Administrative Activities:

1. Notify supervisor of any vehicle maintenance or repair needs that may be noticed in the process of transporting program participants and assist with coordination of repairs and maintenance.
2. Assist Community-Based Prevention Associate Director in coordinating transportation needs including phone calls to clients and setting up transportation schedules.
3. Assist with the development of workshops and activities based on High/Scope Model.
4. Assist with the maintenance of the program office. (secondary)

Intra-Agency Relations:

1. Participate as contributing member of overall Alternatives For Girls Team, providing support, encouragement, and appropriate limits in interactions with program participants.

Inter-Agency Relations:

1. Represent AFG in a professional and positive manner at all times.

Supervision Given/Received:

1. Participate actively in individual supervision with the Associate Director.
2. Directly supervise, or delegate supervision of program volunteers including initial and ongoing training, providing support and resource information as needed.

Professional Growth and Development:

1. Pursue professional development and lifelong learning.

Other Duties as Assigned (marginal responsibility)

EDUCATION/WORK EXPERIENCE QULIFICATIONS:

Job-Related Background and Preparation:

1. High school diploma or equivalent
2. Experience and proven ability to work well with multi-racial/ethnic youth and adults.
3. Experience driving and handling 15 passenger van.
4. Familiarity with Detroit community and community resources.
5. Experience working with culturally diverse populations. Fluency in Spanish a plus.

General Qualifications:

1. Comfort with community Outreach/travel.
2. Personal organization skills.
3. Ability to handle crisis situations, maintains confidentiality, and tolerates stress professionally.
4. Willingness to maintain a flexible schedule including evenings and weekends.
5. Ability to work both independently and as a team member.
6. Flexibility, reliability, stability, and consistency in job performance.
7. Excellent communication and networking skills, especially in-group works.
8. Valid Michigan Driver's license, and excellent driving record.
9. Meet all Agency licensing requirement: TB test, DHS clearance, etc

Physical Demands/Working Conditions:

1. Capacity to drive passenger van.
2. Extensive local driving required.
3. Moderate lifting of program supplies, furniture and donations required on a frequent basis.

Salary Range: \$10-12 hourly, to start, no benefits

Send Resume to:HR Manager

Alternatives for Girls
903 W. Grand Blvd.
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313-361-8938

sbelchunas@alternativesforgirls.org

*Women and Minorities Encouraged to Apply.
Alternatives For Girls is an equal opportunity employer.
AFG enjoys a smoke-free environment.*