**Position Title:**  **Exodus Volunteer Driver**

**Supervisor:** Megan Hochbein, Director of Operations

**Team:**  Refugee Resettlement

**Status:**  Volunteer

**Hours: 20-40 hours per week (40 preferred); Weekdays; ASAP thru March 31**

Exodus/CWS does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability or veteran status in employment or in the provision of services.

**Primary Purpose:**

The Volunteer Driver is primarily responsible for driving and maintaining their own approved vehicle to complete assigned errands on behalf of the organization, especially including driving newly arrived refugees to and from needed services and appointments.

**Essential Duties:**

* Drives his/her own vehicle as approved by affiliate office to complete assigned duties.
* Provides safe transportation to appointments, meetings, and other destinations for newly arrived refugees, volunteers and staff as needed.
* Maintains accurate records of pickups and deliveries made to various locations (offices, homes, etc.), using forms as requested by Exodus.
* Perform general clerical duties as may be assigned and which may include photocopying and packing supplies.
* Record each and every trip made in the ways preferred by Exodus.
* Maintain confidentiality of client/s and organizational information within Exodus administrative and operational requirements.
* Ensure that all volunteers are adhering to Covid related policies (i.e. social distancing masks and testing) as recommended by CDC and/or local government and Exodus organization.

**Qualifications:**

**Education:** High school diploma or equivalent.

**Experience:** Two years of experience in a non-profit setting preferred.

**Other:**

* Cultural sensitivity, respectful communication, and commitment to teamwork are essential.
* Must hold a valid U.S. driver’s license issued by the state of Indiana.
* Must have sufficient auto insurance at a level of 100,000/300,000/100,000.
* Pass a background check as required by Exodus.
* Complete training as required from Exodus.
* Adhere to agency Policies and Procedures.

**To Apply:**

* Email rick@indianadisciples.org AND sstanley@dhm.disciples.org with your interest ASAP! Put “Exodus Volunteer” in the Subject Line.