



## LUCY Lift Driver Job Description

At LUCY Outreach we empower our youth on their journey to become community leaders by providing programs that offer a safe haven, and support their educational, social, emotional, and physical growth.

**Respect** – We listen with empathy and respect, and treat each other with kindness and dignity.

**Resilience** – We are passionate and tireless in pursuit of our mission to help youth to persevere through all obstacles.

**Safety** – We provide safe spaces and experiences that enhance the social, emotional, and physical well-being of the youth.

**Empowerment** – We believe youth have boundless potential and we invest in them to create a brighter future for our communities and our world.

**Inclusivity** – We celebrate the diversity of the youth, and provide access to opportunities where they can explore and apply the power of their unique experiences.

Ninety-four percent of LUCY participants live at or below the poverty line, attend underperforming schools and have limited access to higher education and fair wage employment opportunities. Ninety-five percent of LUCY's College and Career Academy participants are first generation students. LUCY is recognized as an LGBTQ+ safe space, hosting "Haven," a support program with Cooper Medical School. Since LUCY's founding in 2007, all 480 now active high school seniors participating in the program have graduated high school and entered college and/or the workforce.

### POSITION OVERVIEW

The primary purpose of the **LUCY Lift Driver** is to support LUCY Outreach in providing transportation support to Camden County youth ages 7-19, and their families. In providing transportation support the youth will have access to comprehensive and innovative Afterschool, Youth Night, and College & Career Prep programming, which ensures the safety

and well-being of each youth by responding to their emotional, social, physical, and educational needs, and helps them meet their academic and social potential.

The ideal candidate will have a minimum of two years working with children or teens and have experience and willingness to drive a 15-passenger van.

This is a full-time, non-exempt position, requiring 40 hours, Monday through Friday (12/1/2 pm -7pm) to accomplish the goals and deliverables of the position. The position will at times require evenings and weekends.

### **KEY RESPONSIBILITIES**

- Afterschool Program school pick-ups and home drop-offs
- Enforce the ASP Lift/Van Policy Rules
- Enforce the LUCY Lift Van Rules
- Assist with Afterschool Program errands
- Van maintenance and gassing of vehicles
- Maintain clean, organized and safe environment at LUCY and in the vans
  - Take out trash & recycle
- Attend staff meetings and trainings
- Provide office, tutoring room and front door coverage as assigned by the Afterschool Program Coordinator/Team Lead
- Provide weekly updates regarding LUCY Lift to the Afterschool Program Coordinator/Team Lead
- Participate in performance evaluations of this position as directed by the Afterschool Program Coordinator/Team Lead

\*Other duties as may be assigned by the Afterschool Coordinator

### **REQUIRED SKILLS & ABILITIES**

- Commitment to and passion for the mission of LUCY, and ability to model its values
- Competent with Microsoft Office and Google Business Suite
- Social media (Instagram, Facebook, Remind, Snapchat & Twitter)
- Excellent organizational skills with strong attention to detail
- Ability to master Salesforce software
- Be a “self-starter” and goal driven to create innovative and creative programs.
- Be organized and exhibit “follow through” on tasks and goals.

- Have a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Knowledge and understanding of issues and dynamics within families in crisis, as well as childhood trauma and trauma-informed care.
- Familiarity with Camden or a similar urban environment
- Ability to focus and to ignore distractions while driving
- Public speaking
- Management of large groups of scholars
- Comfortable handling disciplinary situations with scholars
- The ability to work cooperatively with different types of personalities
- Time management & task prioritization
- Conversational Spanish (preferred)

### **EDUCATION & EXPERIENCE**

- Must have High school diploma, GED, or equivalency
- Minimum of three-years driving
- Minimum of two year working with children or teens

### **PHYSICAL REQUIREMENTS**

- Prolonged periods sitting in a van
- Prolonged periods of standing and walking
- Willing and able to participate in physical activities with scholars.
- Must be able to lift up to 50 pounds at times.

### **WORKING AT A YOUTH-SERVING ORGANIZATION**

All staff are required to be fingerprinted, background checked, and attend a Child Assault Prevention training prior to employment.

### **SALARY/BENEFITS**

The salary range for this position is \$34,000-40,000.

Additional employee benefits include, but are not limited to:

- PTO
- 403B with 3% match
- Health insurance
- Professional development opportunities and memberships
- Great culture and opportunity for growth

LUCY is an Equal Opportunity-Affirmative Action Employer. We celebrate all forms of diversity, and are committed to diversity in the workplace, and creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to

race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal state or local laws.

**For more information or to apply, please send a cover letter and resume to [accounts@lucyoutreach.org](mailto:accounts@lucyoutreach.org)**