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**Young Women's Resource Center**  
818 5th Ave Des Moines, IA 50309

**Position Title:** Transportation Specialist  
**Supervisor:** Bilingual Office and Transportation Manager  
**Job Status:** Part-time/Non-Exempt  
**Compensation:** \$15.00/hour  
**Hours:** 15 hours per week average, primarily afternoon and early evening hours, some morning and early afternoon in the summer

### **Summary of Position:**

The Transportation Specialist drives a YWRC van to transport young people to and from YWRC activities and/or programs. Key duties include driving a 15-passenger van, ensuring participants are following safety protocols (seatbelts and car seats), reporting any maintenance concerns, documenting numbers transported and fueling vehicle.

### **Organizational Summary:**

The Young Women's Resource Center is a non-profit organization that supports, educates and advocates for participants ages 10-24. YWRC participants include anyone who identifies or has been socialized as a girl. Through small groups and individual support, the YWRC provides programming for all participants, no matter what they may be going through. The YWRC's unique structure features two branches of services – Empowerment and Young Moms – to better serve the members of our community throughout various stages of life. The YWRC believes in the importance of intersectional feminism, advocacy, trauma responsiveness, community, and accessibility.

The YWRC is an agency that serves and celebrates clients with a diverse range of identities, including race, culture, ethnicity, class, religion, physical ability, gender identity, and sexual orientation. The YWRC strives to build, maintain, and support a staff that reflects that diversity. The YWRC strongly encourages people of color, members of the LGBTQIA+ community, and people from different socioeconomic backgrounds to apply.

### **Essential Job Functions:**

- Operate a 15-person or 6 passenger van to transport persons to and from specified destinations, as directed.
- Perform routine vehicle maintenance such as carwashes, checking oil, water, and tires; report non-routine problems/malfunctioning equipment to supervisor.
- Follow specified instructions, procedures, and standards for the efficient and safe operation of the vehicle, and for the care and safety of passengers.
- Conform to all federal, state, and local traffic laws and regulations governing the operation of a commercial van for passenger use.
- Develop positive relationships with clients and keep **participant focus** at the center.
- Maintain confidentiality.



- Collaborate with co-workers in a positive manner. Work will cultivate and **instill trust** with others and **ensure accountability**.
- Effectively **communicate** with collaborators (school personnel, case managers, etc.)
- Attend agency meetings and additional staff trainings as necessary.
- Performs miscellaneous job-related duties as assigned.

#### **Knowledge, Skills, and Abilities:**

- Must be at least 25 years of age and have at least 1 year of driving experience.
- Must obtain a valid Iowa Class D3 vehicle operator's permit prior to start date.
- Must pass pre-employment DCI, CPI, and DMV background checks.
- Skills in the operation of commercial passenger vans or equivalent.
- Ability to follow routine verbal and written instructions.
- Knowledge of the greater Des Moines area and surrounding areas.
- Ability to identify vehicle problems and malfunctions.
- Knowledge of requirements and standards related to the safe and efficient operation of light commercial vehicles.
- Knowledge of basic first-aid techniques.
- Knowledge of federal, state, and local traffic laws and regulations governing the operation of a commercial passenger vehicle.
- Organized, flexible, **adaptable**, creative and energetic.
- Exhibits professionalism and respect towards clients: prompt communication and follow through as well as caring and respectful in communication.
- Responds to challenging comments and behavior from participants with compassion and patience.

#### **Behavioral Expectations/Accountabilities:**

- Place the individuals we serve and the quality of our service first.
- Insist on excellence. Be accountable to one another. Be on time. Meet deadlines. Maintain the highest standards of honesty, integrity, and communication. Assume positive intent.
- Set a good example. Maintain a positive attitude, be proactive, take ownership and be accountable for your actions.
- Treat others with respect and dignity. Embrace diversity and inclusion throughout the organization including co-workers, volunteers, clients, board members and vendors.
- Participate. Tactfully and constructively share your thoughts and ideas.
- Take initiative. Go above and beyond. Look for ways to add value.
- Build group cohesiveness and pride through teamwork. Give ideas a hearing. Look for what's right instead of concentrating on what's wrong. When interpersonal issues arise talk directly to the individual. Do not discuss it with everyone else and spread discontent. Know when and how to apologize when something goes wrong. Focus on solutions, not blame.
- Maintain clear client boundaries around intimate relationships, the pursuit of personal benefit, emotional and dependency needs, altruistic gestures, and responses to unanticipated circumstances in order to ensure professional integrity.
- Support YWRC's mission, vision, and values. Demonstrate confidence in YWRC throughout the community.



### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Ability to sit and move around the work area.
- Lift, carry, push, pull, or otherwise move objects up to 25 lbs.
- Speech and hearing to communicate with co-workers, clients, volunteers, board members and vendors.
- Ability to drive a vehicle/ provide proof of driver's license and vehicle insurance.
- Dependable attendance required – must be reliable and punctual.

### **Environmental Concerns:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- YWRC is a tobacco-free building.
- Work is in a vehicle and front lobby environment.
- The noise level is usually moderate.

Revised: 4/2022