The mission of Girls Inc. of Chattanooga (Girls Inc. of Chatt) is to inspire and equip all girls to be strong, smart, and bold leaders within their families, their community and society. Originally founded as The Girls Club of Chattanooga, Girls Inc. has educated and empowered girls to grow up healthy, educated, and independent since 1961. Through in-school and after school programming, seasonal camps, and special events, our organization annually serves more than 800 girls, ages 6 to 18.

Girls Inc. of Chattanooga is an Equal Opportunity Employer.

**Position Summary**

Girls Inc. of Chattanooga provides in school, after school, and seasonal camp programming in a safe and welcoming environment for girls, ages 6-18. An important part of our operations is transportation for after school and seasonal camp programs. This position is responsible for providing safe and reliable transportation for girls across the City of Chattanooga/Hamilton County.

**Essential Duties and Responsibilities**

**Must be able to perform all essential duties and responsibilities in-person**

* Attends mandatory orientations and trainings
* Follows all Hamilton County and TDOT traffic laws
* Drives defensively to ensure safety
* Ensure that Program Staff have communicated the most current roster of girls for pick-up
* Keeps accurate count of gas usage, mileage, maintenance/upkeep, etc.
* Utilizes hands-free devices for travel and communication
* Ensures that Manager of Program Operations is aware of needed maintenance to vehicle(s)
* Assists with the cleaning and upkeep of vehicles
* Ensures that the travel kits are fully stocked on vehicle
* Responsible for conducting daily safety checks of the vehicle before driving
* All other duties as assigned

**Knowledge, Skills & Abilities**

* Passionate about the mission of the organization, the community, diversity/inclusion and serving in a pro-girl environment (gender specific; girls only)
* Ability to work cooperatively and collaboratively with staff, families and community partners
* Excellent verbal communication skills
* Takes initiative and demonstrates effective problem-solving skills
* Ability to demonstrate a high level of ethics, integrity, and respect

**Education & Qualifications**

* High School diploma or GED equivalent
* Valid state driver's license
* Able to obtain an F-endorsement
* At least 3 years of safe driving
* Great time management skills
* Great customer attitude and attentiveness
* Must have reliable transportation
* Must be eligible to obtain training certification in First Aid/CPR
* Must be able to pass drug test and background check
* Must be available to work Monday through Friday between 7:00AM and 7:00 p.m. (Earlier morning hours and or later evening hours may be required during seasonal camps and special events.)
* Must be able to occasionally lift up to 30-50lbs of equipment or supplies for various needs
* Must be able to remain in a stationary position 50-70% of the time
* Ability to operate a vehicle for 4 hours
* Great organizational skills

**The Girls Inc of Chattanooga Driver is a part-time position without benefits. Compensation is determined based on experience, degree of education and level of expertise.**

**Interested parties are asked to e-mail a resume, cover letter, and list of professional references to jobs@girlsincofchatt.org. Applications will be accepted until the position is filled. E-mail submissions are preferred. Any questions may be directed to the Girls Inc. main office at 423-624-4757.**

Girls Inc. envisions a world where girls and all youth have what they need to grow and flourish, in school and beyond. Our Bill of Rights and Advocacy Platform focuses on policies and practices that support girls’ health and wellness and foster school climates that are conducive to learning for all students, particularly those from underserved communities and those who face discrimination and other obstacles because of their race, color, national origin, sex, disability, sexual orientation, gender identity, and/or religion.  At Girls Inc. we are committed to a girl-centered advocacy approach that is grounded in the experiences of the girls in our network. We lift up girls’ voices and give them opportunities to advocate on issues that matter to them, in their communities and beyond. Our Bill of Rights and Advocacy platform can be found on our national website at [www.girlsinc.org](http://www.girlsinc.org)

\***Special Note**\* As an organization, we have the right to address the recommendations based on the local needs of the girls and families we serve.