

**Position Title:** Transportation Coordinator

**Position Type:** Part-time

**FLSA Classification**: Non-exempt

**Reports to:** Operations Manager

**Grant Appointment:**  N/A

**Background**

Helping Up Mission, Inc. is a faith-based, non-denominational, Christian organization offering permanent solutions to those experiencing homelessness, poverty, and addiction.  Helping Up Mission, Inc. (HUM) provides hope through programs designed to meet their individual physical, psychological, social, and spiritual needs.  Compassionate and substantial residential care is given to almost 550 men and 250 women in need, without consideration of race, economic or religious status at its campus in East Baltimore.  HUM provides competitive pay and benefits.

**Job Summary**

The Transportation Coordinator performs a variety of duties to support the transportation needs of existing clients and potential clients at HUM while adhering to the Core Values of the Mission. This staff member will also join HUM’s Transportation team to support the CAP Program by providing transportation for women and their children with accompanied car seats. program.

**Primary Duties**

The essential functions include, but are not limited to the following:

* Act as a role model to program clients and help them to adjust to the program & community.
* Transport CAP Clients and their children to and from scheduled appointments (e.g., medical, wraparound services, etc.)
* Prepare & organize a daily transportation schedule to ensure the timely transportation and safety of the clients.
* Prepare daily log sheets of all individuals transported.
* Ensure timely return of all gas receipts to designated persons.
* Ensure timely reporting of any vehicular accident to HUM’s risk management team and insurance company.
* Be available on-campus with scheduled and on-call pickup availability for up to 29 hours per week, housing on-campus required for role
* Adhere to HUM Motor Vehicle policies and procedures at all times.
* Other duties as assigned.

**Job Qualifications**

* Exhibit the Core Values of Helping Up Mission, Inc
* Must possess a valid MD driver’s license
* Must possess a clean driving record
* Must be able to work independently without supervision

**Salary Range**: $15.00-16.00/ hourly

Interested candidates should email their resume and cover letter to humanresources@helpingup.org, attention Laura Starsoneck.