

Job Description

Job Title: Mobile HELP Truck Driver

FLSA Status: non-exempt; 46 hours/month; \$16.25/hour

Effective Date: January 1, 2025

General Summary:

The Mobile HELP Truck Driver reports to the HELP Manager, and ultimately to the Executive Director. This employee is responsible for assisting the HELP Manager in all aspects of Good News Project's local HELP program expansion as it relates to delivery and pick up of durable medical equipment (DME) in pre-determined rural communities. The Mobile HELP Truck Driver will work with staff and volunteers to successfully meet the goals of the organization's program and will be expected to deliver excellent customer service to clients and collaborating businesses in remote locations.

Truck Driver Job Responsibilities:

- Drive and operate a box truck through seasonal weather conditions.
- Pre-inspect truck daily before driving.
- Pick up goods at Good News Project, verify loads for accuracy, and transport them as instructed.
- Load and unload cargo, as needed at each stop.
- Keep truck clean, refuel as needed and report maintenance concerns.
- Comply with all safe work practices, policies, and processes at all times.
- Complete and verify paperwork for accuracy, with attention to detail.
- Carry company cell phone, text and make phone calls.
- Responsible for communicating with main office when needed.
- Update job knowledge by participating in educational opportunities, reading professional publications, and maintaining personal networks.

Work Hours & Benefits:

Part-time hourly position 46 hours per month. Specifically, 23 hours each week during the First and Third week of the month.

Paid training. Friendly and positive work environment dedicated to helping community members in need.

In communications, the Mobile HELP Truck Driver will:

1. Meet with the HELP Manager often to set, monitor and meet program goals.
2. Attend staff meetings, at the request of management, to maintain a collaborative relationship with other staff.

3. Maintain sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public when on the job.
7. Respect and value the time and ideas of other staff members.

In relations with volunteers, the Mobile HELP Truck Driver will:

1. Maintain a climate which attracts, keeps, and motivates top quality people in staff and volunteer positions.
2. Offer guidance and assistance to volunteers.
3. Respect and value the time and ideas of volunteers/interns.
4. Recognize and celebrate efforts of HELP volunteers/interns.

In relations with members of the community, the Mobile HELP Truck Driver will:

1. Respect all individuals
2. Conduct oneself by Good News Project values

Other duties as assigned

Truck Driver Skills and Qualifications:

- Knowledge of traffic laws/ DOT regulations.
- Prior experience driving a larger truck is preferred.
- Ability to lift 40 pounds as needed throughout the work day
- Valid WI drivers license and clean driving record
- No DUI/DWI convictions in the past seven years
- Listening and verbal communication skills
- Dependability with attention to being on time.
- A heart to do good and make positive change in our community
- Respect for and effort to communicate across any language and culture with clients and volunteers.

Education, Experience, and Age Requirements:

- High school diploma or equivalent
- 21 years or older

Apply on the company website www.goodnewswi.com/job-openings/ or in person