

**The English Learning Center**  
**Job Description**

Position title: AM Van Driver & Educational Assistant

Summary and Purpose:

This position is responsible for coordinating the transportation needs of, and providing educational assistance to English Learning Center students, in order to ensure that they are able to meet their educational goals.

Position responsibilities:

*Transportation: (55%)*

- Drive ELC students to and from school safely, and in accordance with ELC policies.
- Coordinate transportation for new students and manage van waiting lists when necessary.
- Ensure rider safety and appropriate rider load.
- Determine and maintain the most efficient routes to provide van service to the maximum number of students possible.
- In case of emergency coordinate/provide transportation for students outside of regular van routes.
- Communicate regularly with other van driver(s), to cover all duties, systems, and procedures in case of absence.
- Communicate regularly with ELC Program Director regarding student and van needs.
- Take the van in for maintenance as needed and perform daily upkeep tasks.

*Educational Assistance: (25%)*

- Interpret Somali & English (or other languages as applicable) for staff, volunteers and students as needed.
- Assist Volunteer Teachers in their classrooms, whenever needed.
- Assist in the registration, testing and counseling of students.
- Coordinate and lead new student orientations.

*Administrative Duties: (15%)*

- Maintain detailed records of daily van runs, van rider lists, and van wait lists.
- Assist in maintaining student persistence by contacting students on call and wait lists.
- Assist with regular data entry of student absence messages.

*Other:(5%)*

- Duties to be discussed, as time permits and the needs of the ELC require.

This position is part-time, non-exempt, not to exceed 20 hours per week (when classes are in session; regular shifts are not available during school breaks), reports directly to the ELC Program Director, and works collaboratively with all staff members.

*The English Learning Center is a program of Our Saviour's Community Services*

Qualifications:

1. Valid MN Driver's license; experience driving a 15 passenger van.
2. Minimum of 1 year driving experience in the United States, including winter driving.
3. Ability to pass a MN driving background check, with no moving violations recorded.
4. Ability to read local maps and/or determine bus pick-up locations.
5. Ability to perform outlined tasks quickly and with minimal supervision.
6. Strong work ethic and ability to seek out additional tasks as needed.
7. Basic computer skills and ability to learn new skills quickly.
8. Ability to lift up to 50 lbs.
9. Good organizational skills.
10. Ability to speak and read fluently in Somali and English (Arabic, Swahili and other languages a plus). Ability to write in Somali and English.
11. Ability to interact well with, and provide excellent customer service to, those who seek our services.

We are committed to providing a supportive working environment where a diverse workforce is encouraged. We are an EEO/AA employer, and will not discriminate against any applicant for employment because of race, color, creed, religion, ancestry, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or national origin.

**HOW TO APPLY:**

*Send a cover letter, current resume and three professional references with contact information to: Christine Woolf at [christine@englishlc.org](mailto:christine@englishlc.org). Search will close when a suitable candidate is found. Equal Opportunity Employer.*