

JOB DESCRIPTION

Position: Guadalupe Homeless Project – Driver (Minimum 40 Full-Time position)

Program: Guadalupe Homeless Project (GHP)- Men’s Shelter

Status: Full-time, Non-Exempt (40 hrs/week)

Hours: Monday to Friday 12 a.m.-8 a.m.

Reports to: Program Director

Payrate: \$18.00-\$20.00

REPORTS TO: Program Director

Organizational Background: Proyecto Pastoral was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), emergency shelter combined with support services that help men and senior women transition into independent living; IMPACTO, an after school academic enrichment program for K-12 youth and the Aliso-Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; *Comunidad en Movimiento*, focused on civic engagement and leadership development; and Promesa Boyle Heights through which a 14-member collaborative of organizations and schools strive to create an educational cradle to college and career pathway for our youth. Proyecto Pastoral serves over 4,000 children, youth and families.

KEY RESPONSIBILITIES:

Shift: Monday-Friday 5 a.m. to 1:30 p.m.

- Provide transportation for both shelter residents to and from work sites, job centers, and medical appointments and any other locations that support residents needs.
- Pick up and transport donations as needed to support shelter operations.
- Support morning staff with daily routines, including organizing cots, covering breaks, and assisting with meal service.
- Ensure safe, timely, and respectful transportation in accordance with agency standards.
- Adhere to all agency policies, procedures, and the professional code of ethics.
- Perform other duties as assigned by the Director.

General Proyecto Pastoral Employee Organizational Responsibilities

- Demonstrate enthusiasm for Proyecto Pastoral and a strong commitment to its mission, including its community building vision and founding Jesuit values
- Be an active and positive team member supporting other staff members
- Participate in Proyecto Pastoral events and activities

Physical Requirements:

- While performing the duties of this job, the employee will be required to sit, talk, hear, and type- at times for extended periods of time.
- The employee will also occasionally be required to stand, walk, and drive.
- The employee will occasionally be required to lift and/or move up to 30 pounds.

SKILLS AND ABILITIES

- Enthusiastic about being part of a team, understands the importance of relationship building, verbal and written communication, organizational and time management abilities.
- Flexible and willing to support team
- Ability to work flexible hours (i.e. evenings and some weekends).



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- Ability to speak and write in Spanish
- Must have a valid California driver's license, clean driving record, and access to a car.

EXPERIENCE AND EDUCATION

- Minimum of 3 years experience driving passenger vans
- Clean driving record is a must to be able to add to organizational insurance
- Experience working collaboratively with diverse staff, program participants and community members.
- Ability be culturally sensitive and to work in a variety of settings with culturally-diverse clients

Proyecto Pastoral is an equal opportunity employer. **Interested applicants should send a resume and cover letter to hr@proyectopastoral.org.**