

CANOPY

NORTHWEST ARKANSAS

POSTING FOR INDEPENDENT CONTRACTOR

Founded in 2016, Canopy NWA is a 501c3 non-profit refugee resettlement organization in Northwest Arkansas. Canopy NWA works to create a community where refugees are welcomed and equipped with all they need to build new lives and thrive in their new homes. Our mission is to provide a robust network of support for refugees resettling in Northwest Arkansas. Canopy's vision is to not only meet our new neighbors' basic needs but to equip them with the tools to thrive as active members of the NWA community.

JOB DESCRIPTION

Job Title: On-Call Driver	Part/Full-Time: On-Call
Job Reports To: Refugee Services Director	Exempt/Non-Exempt: Non-Exempt, Paid Hourly
Date Issued/Revised: Feb 2024	Location: Fayetteville

*This job is classified as Part-Time, Casual (as needed) and is therefore **not** eligible for benefits or paid time off.*

PURPOSE OF JOB

Support the organization's resettlement efforts by providing local ground transportation for clients to and from specified locations on an occasional and as-needed basis, especially during weekends. Generally, Canopy-owned vehicles will be used. The typical expectation is for fewer than 10 work hours per month, split among 2-4 assignments per month.

NOTE: The Driver is expected to be generally available to receive assigned driving jobs; however, because the assignments are occasional and not on a set schedule, it is understood that a driver may occasionally be unavailable to accept an assignment. In those cases, the particular assignment will be given to another driver.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Pick up and transport clients to and from designated locations as scheduled, utilizing navigation tools as needed to locate addresses
- Assist clients with entering or exiting vehicles, handling luggage, or other minor courtesies
- As needed, assist children in and out of the child safety restraint seats provided by the Organization
- Remain available and accessible by phone and email as agreed, for notification of transportation job. Notify the supervisor prior to extended times of non-availability. Respond promptly within agreed-upon timeframes to communication regarding job assignments or requests.
- Follow established procedures relative to communication with supervisor and clients, waiting times, routing guidelines, and decision-making for unforeseen circumstances.

QUALIFICATIONS

Technical Qualifications:

- Maintenance of a valid Arkansas Regular Class D Driver License
- Acceptable driving history, including results shown on state Motor Vehicle Record

- Must have the ability to accommodate irregularly scheduled transportation needs, primarily on Saturdays and Sundays, occasionally on weekday afternoons and evenings; potential for nighttime jobs

Knowledge, Skills and Abilities:

- Ability to legally and safely operate and utilize functions of the provided motor vehicle
- Ability to safely and efficiently operate navigation tools from the vehicle, cell phone, or other device
- Ability and willingness to assist children in and out of the child safety restraint seats provided by the Organization
- Excellent customer service skills; willingness to treat clients with respect and courtesy at all times, representing the organization in a professional manner.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed both indoors and in outdoors or ambient air temperature working conditions
- Work hours and shifts may vary dependent upon client needs
- Incumbent may be in one place or move from place to place for extended periods
- Specific vision abilities include close, distance, and color vision, depth perception, and ability to adjust focus
- Speaking, hearing, and understanding English
- Bending, twisting, reaching and lifting up to 40 lbs. may be normal components in completing job duties

Employees with a disability may request a reasonable accommodation that would enable them to perform the essential functions of the job. The company will engage in an interactive process with the employee and attempt to find a mutually workable solution.

The above elements are intended only to summarize the general nature of the job and are not intended to be an all-inclusive description of the job or list of duties. Specific duties and responsibilities may vary by position or department and may change over time as business needs dictate.