



Karen Organization of Minnesota

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EIN: 30-0438142

*Mission: To enhance the quality of life for all refugees from Burma in Minnesota*

**Position Title:** Van Driver

**Reports to:** Program Manager

**Status:** Part-time

**Hours:** Split shift from 7:45AM-10:15AM & 1:45PM-4:15PM (5 hours/day)

**Days:** Monday-Friday

**Position Summary:** The Van Driver will be responsible for driving a 12-passenger van to pick up adult ESL students in the mornings from 7:45AM-10:15AM and then drive students home after class from 1:45PM-4:15PM. The Van Driver will be responsible for passenger safety including monitoring the use of seatbelts by all passengers in the vehicle and routine basic inspections of the van before and after trips.

**Duties and Responsibilities:**

- Safely transport adult students from their homes to the KOM offices in a large 12 passenger van.
- Communicate with KOM staff regarding the pick-up schedule each day after the last shift to adjust route for any changes in student attendance for the following day.
- Visually inspect the interior and exterior of the vehicle before and after each shift to ensure vehicle is in safe, clean operating condition. Regularly monitor tire pressure and gas, oil, and washer fluid levels.
- Report any maintenance needs or safety concerns to your supervisor immediately.
- Accurately track van mileage in a log book for every trip.
- Perform other duties as assigned.

**Qualifications:**

- Pass a criminal background check
- Must have a clean motor vehicle record
- Must be willing to work a split shift for 2 hours in the morning and 2 hours in the afternoon
- Ability to speak Karen, Karenni, or Burmese preferred

**To be considered for this position:**

Please submit a **resume** demonstrating your qualifications to Morrison Johnny, Program Manager, at [smorrison@mnkaren.org](mailto:smorrison@mnkaren.org) or by mail to: 2353 Rice St., Suite 240, Roseville, MN 55113. Please do not call.

*Position open until filled.*



*The Karen Organization of Minnesota is a registered 501(c)(3) nonprofit organization and has met the rigorous accountability standards of the Charities Review Council. Contributions are tax-deductible to the extent allowed by the law.*