



JOB TITLE:

Community Services Driver & Program Support Specialist

Work Schedule:

Monday – Friday | 12:00 PM – 5:00 PM

Position Summary

The Community Services Driver & Program Support Specialist plays a vital role in Dumas Wesley's day-to-day operations of the Senior Activities for Independent Living (S.A.I.L.) program and the After School Achievement Program (A.S.A.P.). This position is responsible for safely transporting senior citizens and school-age children, assisting with meal service and preparation, supporting homework and enrichment activities, and maintaining a safe and welcoming environment for all participants.

Key Responsibilities

Senior Program (S.A.I.L.):

- Transport senior citizens to and from the Center, field trips, and off-site events.
- Provide assistance to seniors entering and exiting the vehicle, as needed.
- Assist with daily setup/cleanup and sanitizing of facilities and vehicle (s).

After School Program (A.S.A.P.):

- Pick up children from designated schools and transport them to the After School Program.
- Support students with homework and engage in age-appropriate enrichment activities.
- Assist with meal preparation and overall program facilitation.

General Duties:

- Obtain and maintain a valid Food Handler's Permit.
 - Adhere to food safety protocols and training requirements set by Feeding the Gulf Coast and the South Alabama Regional Planning Commission.
 - Follow all organizational and health/safety guidelines to ensure participant wellbeing.
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Minimum Qualifications

- Valid Alabama Driver's License and a safe driving record.
 - Food Handler's Permit (or ability to obtain upon hire).
 - Ability to operate a vehicle safely and responsibly.
 - Must be able to lift and stand for extended periods.
 - Able to work collaboratively and maintain positive relationships with coworkers, seniors, children, and families.
 - Demonstrates empathy, patience, and professionalism in working with diverse populations.
 - Ability to respond effectively in crisis situations.
 - Flexible and adaptable to changing schedules and program needs.
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How to Apply

Interested candidates should send a resume and cover letter to: asmalling@dumaswesley.org