

NEIGHBORS DRIVING NEIGHBORS JOB DESCRIPTION

www.neighborsdrivingneighbors.org

Neighbors Driving Neighbors (NDN) Board of Directors (BoD) seeks to hire a part-time NDN manager in Spring, 2019. This position's progressive responsibilities over 1-2 years will include ride coordination, data collection and summaries, driver recruitment, vetting and support, and other duties and responsibilities listed below. It is NDN's intention that this position may evolve eventually to that of a part-time executive director over the course of 1-3 years, hence some of the duties/responsibilities are future oriented.

QUALIFICATIONS

- Bachelor's or higher degrees
- Previous administrative and social services experience
- Preference given to applicants for this position from our towns: Fayette, Rome, Belgrade, Mt. Vernon, and Vienna, or at least adjacency, and familiarity with the local geography.

QUALITIES AND SKILLS

- Compassion and empathy for riders needing our services; patience with those with impairments or different personalities
- Willingness and ability to work with our adult (>18) population, who will use our transportation services, including: seniors, handicapped individuals, low income household riders, and all others in our 5 towns unable to drive themselves for whatever reasons.
- Understanding of volunteer needs and constraints
- Excellent communication skills with all potential riders, drivers, funders, and the public:
 - On the telephone
 - In emails and writing
 - Clear speaking
- Grant writing experience and/or willingness to learn and do more
- Skills, aptitude, and/or experience in using electronic scheduling, emails, calendars, word processing, spread sheets, cloud storage systems, and map software; also familiarity with web site maintenance.

DUTIES and RESPONSIBILITIES

- Maintain strict confidentiality of, and good relationships with, riders, volunteer drivers, and community partners on the telephone, email, and in person.
- Share ride coordination duties with the senior coordinator, for scheduling riders and volunteer driver trips, to cover so all weekdays, excepting holidays, weekends or nights; board members may occasionally assist in such coverage; and conduct intake for new riders.
- Create and maintain and implement jointly with the BoD, best practices to vet, retain, attract, train and recognize compassionate volunteer drivers, the latter to include planning special events for transportation volunteers.
- Participate in continuing professional education, especially in the field of rural transportation systems and best practices, to support volunteer organizations such as ours; and share with BoD and staff.
- Lead or assist BoD with public presentations to share the NDN experience with other organizations and communities.
- Eventually lead, with BoD, in expanding ridership through outreach, publicity, and developing new ride opportunities.

- Eventually lead in transportation record keeping and preparation of periodic reports to Board of Directors.
- Eventually lead in web page enhancements, revision of forms/policies, publications, procedures and data reporting.
- Eventually lead in grant writing with BoD support
- Assist (but not lead) the BoD with fund raising activities including acquisition of new donors, corporate support, and special events.
- Assist in retrieving, opening and distributing NDN mail from Mt Vernon PO box
- Eventually assist in recruiting and then supervising coordinators, a part-time book keeper and/or other personnel
- Additional administrative opportunities, at times, at a fixed hourly rate for special projects above and beyond the above basic job description, e.g. some grant-related or other administrative work, if agreed to jointly in writing by the coordinator and the president or the treasurer.

EMPLOYEE PART-TIME STATUS

- This position is for a part-time employee, paid a fixed monthly rate and spending an estimated 60 hr/month. NDN will provide a NDN mobile phone and computer to be shared by manager and coordinator. It will also include a modest allowance for job related continuing education.
- NDN will reimburse employee mileage, reported monthly to the treasurer, for business approved by the Board outside of our service area, as well as that for rider intake home visits in-area, at current State of Maine rates. NDN will also provide liability insurance coverage for the manager's work for the organization through NDN's general liability insurance agent, the Kyes Agency, Farmington, Maine. That policy provides liability coverage for activities other than Auto liability in case a third party alleges bodily injury and/or property damage due to the company's negligence.
- Reimbursement of (out-of-pocket, mileage, or other) expenses per NDN policies and procedures.

SUPERVISORS: Board president and senior coordinator

EVALUATION

- Written evaluations and salary setting for the manager by BoD, coordinated by the president, will occur annually in late December/early January.

ANTICIPATED SALARY/BENEFITS

- Modest, negotiable salary, based on approximately 60/hr/month
- Fringe benefits: 1 week (15 hr) annual professional education leave with subsidy; 2 weeks paid salary with written supervisor approval (30 hr)

HIRING PROCESS:

- Applications (letter of interest and CV with references) to: Dan Onion, NDN president, 19 Klir Beck Rd, Vienna, ME 04360, or dkonion@gmail.com
- Dates:
 - February 15-March 14; postings, advertising, recruiting candidates.
 - March 14-31; application reviews and interviews by BoD nominating committee, senior coordinator, and officers.
 - April 1, or thereafter, anticipated start date.