



Overview of Role

<u>Position:</u>	Courtesy Shuttle Driver	<u>Department:</u>	Fletcher Park Inn Admin.
<u>Class:</u>	Part-Time	<u>Wage:</u>	Starting wage up to \$12.50 / hr.
<u>Status:</u>	Hourly Non-Exempt	<u>Reports to:</u>	Director, Fletcher Park Inn
<u>Schedule:</u>	M-F; 4-5 hrs. per day	<u>Revised:</u>	06/14/2024

Our Mission:

We are a community of believers operating Adventist schools, ministries, and businesses in harmony to educate youth to have a transforming influence on the world as disciples of Christ.

Our Vision:

To graduate students with the highest standard of intellectual and moral culture and thus be the leading sustainable Adventist educational model and resource for Christian leaders.

Fletcher Park Inn's Mission:

To be a friendly and caring independent retirement community while supporting Christian education at Fletcher Academy.

Why (Supports Mission & Vision in the following ways):

- Fletcher Park Inn is a place to “Live with Purpose” in an independent living community near to vibrant, active church families, a large AdventHealth community presence including a regional hospital across the street, and the Fletcher Academy Campus, offering physical, mental, social, and spiritual Food for Life. We desire to create and maintain a community of residents who are engaged stakeholders of our mission and ministry, where each resident is able to fulfill a greater purpose by being involved with the schools, businesses, and ministries of Fletcher Academy, Inc. Ministries. The community itself should be a haven which provides safe, affordable, attractive spaces that support body, mind, and spirit by offering a dynamic, fulfilling, peaceful, and compelling place to visit, spend time, and call home during a special part of life.

- We also seek to fully utilize a vitally important ministry owned by the organization to offer a strong value proposition (Villas, Apartments, and Rentals) where residents are called to Live with Purpose. This supports the practice of good stewardship of our land and building assets to generate revenue that supports the overall mission and sustainability of our organization.
- Fletcher Park Inn is a vital part of a Fletcher Academy education, which features an integrated work-study program as an essential component of its curriculum. Students work nearly everywhere on our campus, building practical skills and developing a strong work ethic as they are trained and mentored by caring, knowledgeable, patient, and kind supervisors who help to encourage each student on their teams to *“Find your Purpose.”*
- Fletcher Park Inn is home to our residents during a special time of life. Our resident services, including courtesy transportation, are one of the critical “touchpoints” which offer an opportunity to differentiate our Christian Seventh-day Adventist values in our community in a tangible way. Being a shuttle driver is not viewed as “a job” here; it’s part of a ministry, not only in providing safe, efficient, and reliable transportation to medical appointments and other essential errands, but also in being a caring heart for residents’ needs and desires. The right team fit will have a strong desire for serving our Creator God, display attributes which emphasize care for residents’ needs, safe operation of a motor vehicle, a Christlike love of people, and a passion for working with seniors.

How (Essential Duties and Responsibilities):

- **Operates** a company-owned passenger vehicle with safety as the primary concern, observing and adhering to all applicable traffic laws.
- **Provides** door-to-door service for residents with off-campus medical appointments and other essential errands.
- **Escorts** residents to appointments or returns as arranged, at the resident’s preference.
- **Maintains** availability to respond to requests for transportation based on a pre-arranged schedule provided by the Fletcher Park Inn Receptionist and/or Business Office.
- **Seeks** opportunities to assist others by offering to help with loading and unloading of personal property, wheelchairs, canes, walkers, etc.
- **Willing and able** to be part of a dynamic, diverse team serving in a drug/alcohol/tobacco-free campus workplace environment.

What (Qualifications):

- High school diploma or equivalent preferred, possessing the skills necessary to communicate with residents, families, students, visitors, and guests.
- Must be able to safely operate a motor vehicle and assist senior residents of differing ambulatory abilities with their transportation needs (including loading and unloading of personal affects).
- Prior driving experience is not required, but candidate must be demonstrably mature and have a positive record of service and have a clean MVR (moving violation record) with no recent at-fault accidents or guilty / no contest moving violations and pass a background screening.
- May sit / stand for extended periods and walk, bend, stoop, or perform manual physical labor of varying intensity (mild to moderate) for brief periods. Lifting requirements less than 40 lbs.

- Previous professional driving / chauffeuring experience is a strong plus; possession of (or ability to acquire) a Commercial Driver's License (CDL) would also be desirable.

Who (Reports to / Supervises):

- Reports to the Director of Fletcher Park Inn.

Expectations:

- The mission drives everything we do; students and patrons are central to that.
- We collaborate with team members to put the best of the organization first.
- We are supportive of others and open to their ideas.
- We focus on God and work towards unity.
- We take responsibility and initiative in a timely fashion.
- We thank volunteers and donors at every opportunity.
- We bring our best effort, no excuses.
- We operate with grace, flexibility, respect, professionalism, excitement, and energy.
- We identify and fill unmet needs.
- We communicate, regularly talking in person or calling team members.