



POSITION TITLE **Shuttle Driver**
Date: November 21, 2024
Reports to: Executive Director
Status: Part-time Position

Resumes may be sent to our Executive Director, Stuart Reese, at stuart@mustardseedms.org, or uploaded online after completing a Preliminary Job Application found on our website at mustardseedms.org.

SUMMARY

The Shuttle Driver is responsible for the daily transport of Seedsters to and from our Flowood campus and Ridgeland gift shop, in addition to ensuring their safety while in our care. The Shuttle Driver reports directly to the Executive Director. This employee should be reliable, self-motivated, and undertake the work of the position with integrity, honesty, fairness, discretion, and confidentiality.

JOB RESPONSIBILITIES

- Drive a 15-passenger van as the daily shuttle.
- Arrive at the Ridgeland gift shop by 8:20 am to pick up Seedsters and transport them to the Flowood campus. Return Seedsters to Ridgeland at the end of the day by 4:20 pm.
- Safely and reliably transport clients to and from our Flowood campus.
- Accurately relay issues, incidents, or observations of individual Seedsters and the larger group while in transport to full-time staff.
- Work 15+ hours weekly driving the shuttle.

POSITION QUALIFICATIONS

- Minimum education: High School Diploma / GED
- At least 21 years old
- Must hold a Mississippi Driver's License
- Ability to be covered under The Mustard Seed's automobile insurance
- Excellent driving record
- Attention to safety
- Strong time-management skills
- Excellent communication skills
- Experience with individuals with Intellectual/Developmental Disabilities is preferred
- Dependable and self-motivated
- Energetic attitude with strong client-relation skills; enthusiasm for the mission of The Mustard Seed and willingness to fully contribute to a team-oriented, fast-paced organization

The Mustard Seed seeks to meet the spiritual, physical, emotional, and intellectual needs of adults with developmental disabilities by providing a loving and protected Christian community with meaningful activities that allow the participants to fulfill the potential that God has created within them.