

ALFRED STREET BAPTIST CHURCH
Vacancy Announcement

Job Title: Sunday Bus Drivers

Organization:	Alfred Street Baptist Church
Location:	310 South Alfred Street Alexandria, Virginia 22314
% of Travel:	Work area within 2 miles of church
Job Type:	Part-time
Job Level:	Entry Level
Level of Education:	High School Diploma or equivalent
Compensation Range:	\$15.00 -\$20.00 per hour
Open Period:	October 22, 2011—November 30, 2011
Contact:	Trustee John Watson Alfred Street Baptist Church 301 South Alfred Street Alexandria, Virginia 22314 703-683-2222

Position Summary:

The Historic Alfred Street Baptist Church beginnings date back to 1803 in “olde town” Alexandria, VA. The church is seeking to employ part time Sunday bus drivers to serve the needs of a growing congregation of more than 4,000 members. The incumbent will safely transport members using church vehicles.

Equal Opportunity:

Alfred Street Baptist Church is an Equal Opportunity Employer and does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, or any other factor prohibited by law. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

How to apply:

Complete the attached application form and mail to the Trustee/Transportation Ministry via USPS or email Deacon Lawrence Clark at lclark@alfredstreet.org by c.o.b. Friday, November 30, 2011.

ALFRED STREET BAPTIST CHURCH

301 South Alfred Street
Alexandria, Virginia

Sunday Bus Drivers

Job Description

October 21, 2011

Summary Statement: This is a part-time position at the Alfred Street Baptist Church (ASBC), Alexandria, VA. The Sunday Bus Drivers transport passengers using church vehicles, including shuttles for passenger pick up during services. The incumbent serves under the supervision of the Facilities Manager.

Major Duties and Responsibilities:

- Drive vehicles over specified route while complying with traffic and safety regulations.
- Stop vehicles at designated loading areas for passengers to board.
- Regulate heating, lighting, and ventilating systems for passenger comfort.
- Inspect vehicles for safety before departure.
- Report all incidents and/or accidents.

Requirements:

- High School diploma or equivalent.
- Prior experience as bus driver preferable.
- Excellent driving record.
- Good customer service skills.

Position Reports To: Facilities Manager

Classification: Driver, nonexempt employee

Status: Part-time employment

No relocation assistance is available for this position.

APPLICATION

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE NO: (h) _____ **(c)** _____

SSN: _____ - _____ - _____ **LICENSE NO:** _____ **STATE:** _____

DOB: _____