



## JOB POSTING

**Position Title:** Transportation Coordinator  
**Position Type:** Full-time salaried, exempt position with benefits  
**Reports to:** Assistant Director of Programs and Operations

### **Background**

Helping Up Mission, Inc. is a faith-based, non-denominational, Christian organization offering permanent solutions to those experiencing homelessness, poverty, and addiction. Helping Up Mission, Inc. (HUM) provides hope through programs designed to meet their individual physical, psychological, social, and spiritual needs. Compassionate and substantial residential care is given to almost 500 men and 50 women in need, without consideration of race, economic or religious status at its campus in East Baltimore. HUM provides competitive pay and benefits.

### **Job Summary**

The Transportation Coordinator performs a variety of duties in handling and organizing the transportation needs of the HUM while adhering to the Core Values of the Mission.

### **Primary Duties**

#### **Program:**

- Act as a role model to program clients and help them to adjust to the program & community

#### **Transportation:**

- Operate a motor vehicle to assist in carrying out the business of the HUM
- Prepare & organize a daily transportation schedule to ensure the timely transportation and safety of the clients, staff, and guests
- Ensure the overall maintenance, cleanliness and safety of the vehicles is maintained
- Prepare daily log sheets for all HUM insured vehicles
- Coordination of all vehicle administration/licensing matters
- Ensure timely return of all gas receipts
- Reconcile all vehicle invoices and billing statements
- Ensure timely reporting of any vehicular accident to the insurance company
- Maintain a scheduled and preventive vehicle maintenance log
- Schedule repairs and maintenance of vehicles as required
- Ensure that all duties are performed within the budget of the HUM
- Identify/select, qualify, and test potential clients to serve as drivers in a work therapy position
- Perform scheduled driver safety training for each driver
- Other duties as assigned

### **Job Qualifications**

- Exhibit the Core Values of Helping Up Mission, Inc
- Must possess a valid MD driver's license
- Must possess a clean driving record
- Must be accepted by HUM insurance coverage
- Must be able to work independently without supervision

Position offers competitive salary with an excellent benefits package. Interested candidates should email their resume and cover letter to [businessoffice@helpingup.org](mailto:businessoffice@helpingup.org) Attn: Laura Staroneck.