

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Community Driver**

Date: 3/12/2025

Location: The Benedictine Community, Shakopee, MN

Department: Transportation: Benedictine Community

General Summary: The Community Driver ministers to the School Sisters of Notre Dame (SSND) of the Benedictine Community, Shakopee, MN. The Driver will be responsible for scheduling car maintenance and driving sisters.

Essential Duties and Responsibilities:

1. Perform duties in a matter that is consistent with the mission, values, and policies of the School Sisters of Notre Dame
2. Schedule car appointments as recommended by Transportation manager and Doering Fleet Management.
3. Collaborate with the secretary on scheduling drivers for appointments
4. Drive sisters to medical appointments:
5. Ensures vehicles are properly maintained:
 - a. Inform Community Leaders of vehicle maintenance needs
 - b. Keeps the gas tank full, cleaning the vehicle, van, watching for oil changes schedule
6. Collaborate with SSND Community Coordinators at Benedictine Community.
7. Drive sisters to various places other than medical appointments
8. Perform other tasks assigned by the Province Transportation Manager.

Basic Qualifications:

- Valid Driver's license
- Must meet the insurance requirements for driving an SSND vehicle
- Interest in working with senior adults
- Communication and listening skills
- Organizational skills
- Flexibility and patience
- Energy to engage in multiple relationships
- Shows initiative
- Ability to lift 25 pounds

Job Type: Part-time, 20 hours per week

Benefit Eligible: N/A

If you are interested in this position, please complete an application.

If you have any questions, contact:
Lindsey Scales, Human Resources
Phone Number: 414-975-0007
Email: Lscales@gmail.com