

**51039 – ESCORT/OUTREACH DRIVER (PART-TIME)  
CITY OF PARMA**

**188 - DONNA SMALLWOOD ACTIVITIES CENTER AND OFFICE ON AGING\***

**JOB SUMMARY**

The part-time **Escort/Outreach Driver** operates a City vehicle (bus, van, or car). The part-time incumbent works under the direct supervision of either the Community Meals Coordinator or the Escort/Outreach Coordinator and the general supervision of the Center Director. Performance of the core objectives of the position are essential job functions. This position is “Unclassified” (not classified) within the Civil Service of the City of Parma.

**WORK ACTIVITIES**

Meals Driver (Outreach Driver) Duties

- Retrieves assigned vehicle from designated area\*
- Performs daily maintenance vehicle checks and reports identified maintenance problems to the Escort/Outreach Coordinator\*
- Packages meals for delivery\*
- Delivers meals as assigned\*
- Prepares and submits accounting records of meals and donations\*
- Returns assigned vehicle to designated area\*
- Assist with the transportation department as needed\*
- Performs all other related duties as assigned+

Transportation Driver (Escort Driver) Duties

- Checks transportation schedule for assignments or cancellations\*
- Retrieves assigned vehicle from designated areas\*
- Transports clients to and from destinations\*
- Reports back to Center and turns in donations to the Escort Coordinator\*
- Performs daily maintenance vehicle checks and reports identified maintenance problems to the Escort/Outreach Coordinator\*
- Returns vehicle to the parking area at the end of his/her shift\*
- Assists with the meals department as needed\*
- Performs all other related duties as assigned+

\*Denotes Essential Job Functions

+Denotes Essential Job Functions, Scheduling Accommodations Possible

**TOOLS AND EQUIPMENT USED**

- Multi-Passenger City Vehicle (Bus, Van, or Car)
- Vehicle Safety Equipment
- Insulated Food Bags, Coolers, etc.

## **JOB CONTEXT**

The part-time Meals Driver (Outreach Driver) generally works 20 hours per week. The part-time Transportation Driver (Escort Driver) generally works 14-20 hours per week. Both positions are scheduled between 7:30a.m. and 3:30p.m., Monday through Friday. The incumbent's work schedule may vary at the discretion of the Senior Center Director. The ability to work a flexible schedule is required. The **Escort/Outreach Driver** (Part-Time) spends a large percentage of time in a vehicle. The position requires flexibility and the ability to respond quickly to changing circumstances and emergencies. The incumbent must be capable of maneuvering a multi-passenger vehicle and assisting older adults on and off the vehicle. The **Escort/Outreach Driver** (Part-Time) must be in sound physical condition with good vision and good reflexes. The incumbent must be able to maneuver a wheelchair and lift, carry, load, and unload packages of up to 20 pounds. The **Escort/Outreach Driver** (Part-Time) must be able to accurately account for monies received as donations to the programs.

## **JOB QUALIFICATIONS**

Upon hire, a part-time **Escort/Outreach Driver** must have:

- A high school diploma or equivalent
- A valid State of Ohio Passenger license
- A safe driving record
- Sensitivity to seniors and their needs
- A record of reliability and dependability
- Passed a pre-employment physical

After hire, a part-time **Escort/Outreach Driver** must have:

- Knowledge of vehicle maintenance
- Knowledge of the geography of Parma and the surrounding areas
- Obtained Cardiopulmonary Resuscitation (CPR) Course Certification
- Completed First Aid Training (Program selected by the City)
- Completed Defensive Driving Training (Program selected by the City)

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In accordance with the Collective Bargaining Agreement between the City of Parma and AFSCME Local #3924 which expired on December 31, 2026, the starting rate of pay for this position is \$19.44 per hour. *\*This position is funded by grants and member donations. If funding is reduced, the hours of the job may change or be eliminated.* The City of Parma is an equal opportunity employer.

The promotional probationary period shall be 60 days in accordance with the above-mentioned Collective Bargaining Agreement. The new hire probationary period is one year.

To apply for this position, please complete an application online using the link provided below. You will be prompted to create a user profile prior to submitting your application. Applications must be completed on a desktop or laptop computer, as the software is not compatible with cell phones or tablets. This position is open until filled.

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