



## EMPLOYMENT OPPORTUNITY

Families in Transition  
Transportation Coordinator/Driver  
Full Time (1 FTE)

### Position Summary:

The FIT program serves families affected by poverty and who are currently experiencing homelessness or are at risk of becoming homeless. The successful candidate will operate a 24-passenger bus and/or a 14 passenger van to transport adults and their children to/from programming, appointments, the food bank, and on various family outings. Drivers also transport school-aged children involved in the program, to/from school. In addition, the successful candidate will assume responsibility for coordinating routing, maintenance, and related duties for Aspen vehicles. The position is generally daytime hours. Occasional evening or weekend work may be offered.

### Responsibilities:

- Ensure the safety and daily maintenance of all vehicles
- Coordinate daily routing
- Drive families & children to/from program, school, and various outings.
- Coordinate the regular service, maintenance and licensing of vehicles in accordance with Aspen policy and provincial regulations.

### Qualifications:

- Preference for education/experience in a human services field and valid Class 4 Driver's license (preference for a Class 2)
- Experience driving a small bus and passenger van & familiarity with city routes.
- Flexibility, patience and compassion
- Organized, self-motivated and computer literate
- Police Check, Intervention Record Check, Driver's Abstract
- Required Training: Aboriginal, Cultural, Suicide Intervention, First Aid (willing to obtain)

**Starting Salary:** Competitive salary with benefits

**Closing Date:** May 23, 2008

**Send resumes to:** Pat Starr, Human Resources Coordinator  
Aspen Family and Community Network Society  
13, 2115 - 27<sup>th</sup> Avenue N.E.  
Calgary, AB T2E 7E4  
Fax: (403) 250-9420  
Email: [careers@aspenfamily.org](mailto:careers@aspenfamily.org)

To learn more about Aspen, please visit our website at [www.aspenfamily.org](http://www.aspenfamily.org)

We thank those applicants who are interested in this position. However only those candidates selected for an interview will be contacted.

#13, 2115 – 27<sup>th</sup> Ave NE, Calgary, Alberta T2E 7E4

p: 403-219-3477 f: 403-250-9420

[www.aspenfamily.org](http://www.aspenfamily.org)