



“Local Kids, Local Care, Getting Them There....”

POSITION POSTING

Family Services Coordinator

25-30 hours per week/Salary: \$14.00 per hour

The Davies Project (TDP), a Lansing 501c3 nonprofit that provides transportation to doctor appointments for children with long-term or serious health challenges, as well as expectant moms to pre-natal appointments and parents to the NICU to visit their newborns, is seeking a qualified Family Services Coordinator to oversee all family and volunteer driver intake, communication, scheduling, and monitoring.

Required: Solid computer skills: proficiency in Mac platform, Microsoft Word, Excel, Google Docs, and Bloomerang (preferred but not required). Strong organizational skills to handle scheduling of transportation needs; effective interpersonal and phone skills; ability to initiate driver background checks and conduct driver training sessions; organize and host monthly driver coffees; assist with driver recruitment; serve as back-up driver; and complete general office tasks. Valid driver’s license, current auto insurance, safe driving record, and background check also required.

Highly desired: Ability to understand and strictly observe the confidentiality of riders’ personal, health, and medical care provider information and locations; respect for and sensitivity to all cultural and socioeconomic differences. Ability to work independently and conduct and complete assigned tasks in a timely manner.

General Responsibilities:

Coordinate all family and driver business, scheduling, and activity

- Oversee family intake, communication, and rider scheduling
- Answer phone and log all calls
- Assist with driver recruitment and Initiate driver background checks
- Facilitate driver training sessions
- Manage and maintain ride/driver schedule and ride data
- Organize monthly driver coffees
- Serve as substitute driver when needed

Detailed position description can be obtained by email request to: maryjo@thedaviesproject.org.

Send cover letter and resume BY 5:00 P.M. APRIL 12 to: maryjo@thedaviesproject.org

or

by U.S. mail to:

Dr. Pamela Miklavcic, Executive Director
The Davies Project
330 Marshall St., Suite 103, Lansing, MI 48912