



## **Organizational Overview**

The Citizen Science Lab is a non-profit hands-on laboratory where inquisitive minds and science enthusiasts can explore the life sciences. We are open to everyone to observe and analyze through discovery-based STEM enrichment. The CSL serves the Pittsburgh region with extracurricular enrichment support via homeschool and weekend workshops, after school programs, summer camps, lab memberships, birthday parties, special initiatives to advance the interest of the underserved communities in STEM.

**Position:** Driver

**Type:** Part Time - Mon-Thurs, 2 pm to 8 pm - may be asked to work on a weekend

**Pay:** \$15.00 an hour

**FLSA:** Non-Exempt

**Position Reports to:** Operations Manager

### **Essential Functions:**

Transport students/passengers

- Valid US driver's License with clean driving record
- Transport students to and from destinations
- Pick up packages, as needed
- Ensure that the vehicle is always fueled and ready for use
- Arrange for vehicle repairs as needed
- Keep mileage records and repair records up-to-date
- Ensure sanitization, maintenance and cleaning of vehicle



### **Required Knowledge, Skills, and Abilities:**

- Ability to foster positive youth-adult relationships
- Reliable when working independently and collaboratively
- Experience serving diverse groups of students, teachers, and community stakeholders
- Follow written and verbal instructions to complete deliveries pickups and drop offs and routes in a timely manner
- Properly maintain logs to track routes and deliveries
- All relevant criminal and child abuse clearances

### **Physical / Mental Characteristics:**

- Ability to lift 5-40 lbs, stand, carry, climb, sit for long periods using accepted ergonomic principles, work in confined space etc.
- Ability to perform fine motor skills
- Ability to use a computer for entering or retrieving data
- Excellent hand-eye coordination
- All employees must be fully vaccinated for COVID 19

### **License/Certification:**

- Pennsylvania State Driver License (Required)