First Peoples Fund

POSITION DESCRIPTION

**POSITION TITLE:** Rolling Rez Arts Driver

**DEPARTMENT:** Training & TA

**REPORTS TO:** Program Manager

**JOB LEVEL:** Non-Exempt – Part-Time

First Peoples Fund is a national non-profit organization founded in 1995. Its mission is to honor and support the Collective Spirit® of First Peoples artists and culture bearers.

**POSITION SUMMARY:**
The driver operates FPF’s Rolling Rez Arts mobile unit to and from pre-scheduled training sites.

**DUTIES AND RESPONSIBILITIES:**

**Job Summary:**
- Work performed includes but is not limited to driving mobile unit safely to destination and return; following FPF procedures.

**Work Tasks/Responsibilities:**
- Drives RRA mobile unit safely to destination and return. Conforms to traffic rules and regulations; makes vehicle pre-checks and records and reports malfunctions; follows FPF regulations for handling vehicle breakdowns and accident incidents; and keeps the bus clean.
- Monitor participants’ behavior while they are participating in activities on the mobile unit. Take suitable action to resolve incidents between/among participants/instructor should such incidents occur and report inappropriate behavior to FPF as soon as possible.

**Job Specifications: Knowledge:**
- Knowledge of driving laws and regulations
- Knowledge of safe bus operations
- Knowledge of vehicle pre-run checks and their performance
Skills:
- Recordkeeping skills to maintain records of participants, locations and times of stops, route information, and time sheets
- Administrative skills to implement established policies and procedures
- Communication skills in dealing with instructor and participants;
- Leadership skills to maintain good conduct while on the mobile unit
- Manual skills to maintain bus cleanliness
- Mechanical skills to detect bus malfunction
- Planning skills to work with instructor and schedule

Equipment:
- Equipment used is a mobile arts lab & banking entity

Safety of Others:
- Considerable responsibility for the safety of those on the mobile unit

Decision Making:
- Employee works as instructed and consults with FPF and/or its designee on all matters not considered routine

Problem Solving:
- Work consists of tasks that are clear cut and directly related

Working Conditions:
- Work is performed in a confined sitting position
- Fumes from diesel engine and temperature extremes can be unpleasant

Physical:
- Work involves the complex operation of diesel equipment
- Manual dexterity and hand-eye coordination are essential
- Experience: (number of years required)
- Several years of driving experience

Education Required: (degree required - high school through graduate degree)
- High school diploma or GED preferred

To apply: Send resume and three references to info@firstpeoplesfund.org or call 605-348-0324.