

Books Are Wings

Job Description: The focus of this position is to pick up and drop off book donations around Rhode Island, working collaboratively with community partners, the Books Are Wings Team and families.

Position Title: Driver (Part-time, 15 hours a week.)

Salary: \$15 per hour

Reports To: Executive Director

Status: Non-Exempt (hourly)

Our Mission: *Putting free books in the hands of children.* Books Are Wings seeks to provide every child with regular access to books. BAW works to engage students in their classrooms, at school functions, community events, and playgrounds. We believe that offering books to children in different environments instills a consistent message that reading is not just school work- it's a way of life!

Our Vision: We believe the power of literacy transforms the lives of children, their families and communities for the better.

Books Are Wings is an Equal Opportunity Employer. BAW does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, physical or mental disability, medical condition, national origin, veteran status or any other status protected under federal, state, or local law. All employment is decided on the basis of qualifications, merit, and business need.

Position Summary:

Duties and Responsibilities:

- Drive assigned routes, using the most direct route possible between stops, to pick up books at the office and deliver to designated sites for distribution.
- Drive assigned routes, using the most direct route possible between stops, to pick up book donations
- Support the maintenance of the office.
- Maintain equipment and accurate logs, and notify management of any issues.
- Support staff with book inventory.
- Demonstrate knowledge in community-based programs with a clear understanding of urban issues and communities.

- Work collaboratively with Site Coordinators from schools and programs, to promote program participation, recruit families and other shared responsibilities.
- Other projects and duties as assigned

Skills and Qualifications:

- Skilled in interpersonal written and verbal communications.
- Strong organizational skills.
- Flexible schedule, must be available days, nights and weekends as needed.
- Ability to work both independently without close oversight, but also as a team player who will productively engage with others at varying levels.
- Must have a valid driver's license and candidates will be subject to a national background check.
- Regularly lifts and moves objects up to 50 pounds

How to Apply

- Email resume, cover letter explaining why you are a good fit for the position, and 3 references to info@booksarewings.org.
- No phone calls please.