



Job Description for the position

Dump Truck Driver

www.ASPhome.org

Appalachia Service Project is a Christian ministry, open to all people, that fosters human development by addressing the housing needs of Central Appalachia.

HEADQUARTERS

4523 Bristol Highway
Johnson City, TN 37601
(423) 854-8800
(423) 854-9771 Fax
asp@ASPhome.org

CHAVIES

P.O. Box 324
Chavies, KY 41727
(606) 439-0906
(606) 439-0907 Fax
chavies@ASPhome.org

GUYAN VALLEY

P.O. Box 455
Brenton, WV 24818
(304) 732-7621
(304) 732-6542 Fax
guyanvalley@ASPhome.org

JONESVILLE

P.O. Box 250
Jonesville, VA 24263
(276) 346-3377
(276) 346-2477 Fax
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*Affiliated with the
General Board of
Discipleship of the
United Methodist Church*

General Conditions

The Appalachia Service Project, Inc. (ASP) is a Christian ministry of home repair, home rehabilitation, and new home construction. ASP is a not-for-profit 501(c)(3) organization. Using the skills and efforts of thousands of volunteers as well as both part-time and full-time staff, ASP provides housing services to low-income households in the Central Appalachian regions of West Virginia, Virginia, Tennessee, and Kentucky.

Persons desiring employment with ASP must have a personal commitment to the Christian faith and service to others. ASP does not require, as a condition of employment, membership in or profession of a specific denominational theology. ASP goes to our brothers and sisters in a spirit of Christian love and service and accepts them right where they are, just the way they are. ASP expects each employee to be an example of this standard of Christian service.

ASP is an equal opportunity employer. No one will be discriminated against because of race, religion, creed, color, gender, age, sexual orientation, veteran status, or disability. Employment decisions will be based solely on qualifications for and the ability to perform the duties of the position for which employment is sought.

Specific Conditions

Overview

The Dump Truck Driver travels within the four state regions of Kentucky, Tennessee, Virginia, and West Virginia, within ASP's summer home repair program. Responsible to the Home Repair Coordinator, the Dump Truck Driver provides assistance in loading and hauling of construction materials and construction debris. The Dump Truck Driver works directly with the Home Repair Coordinator and summer center staffs to complete these tasks.

The incumbent works forty hours per week for eight weeks. Irregular hours may be required and, if so, will be scheduled in advance by the employee's supervisor. Any requirement for irregular hours will be discussed with the prospective employee prior to hiring.

Responsibilities

- Assist summer center staff in removal and hauling of construction debris.
- Visiting various summer centers throughout the workweek.

- Maintain regular contact with the Home Repair Coordinator.
- Work with staff and volunteers to remove debris.
- Adhere to all policies and procedures of the Appalachia Service Project, Inc. as listed in the employee manual, policy statements, and other documents.

Qualifications

Required

- Desire to work in a Christian environment.
- Responsible work habits including:
 - Reporting to work on time and working a full schedule
 - Notifying supervisor in advance of absences
 - Cooperating with fellow employees
 - Safe, efficient operation of equipment
 - Conservation of equipment, materials, and supplies
- Valid driver's license and driving record that is acceptable to ASP's insurer.
- Strong knowledge and expertise in the area of home rehabilitation and construction.
- Possible extensive and late night driving.
- Flexibility with work hours and days.

Desirable

- Experience working with volunteers or high school students.
- Orientation and training at our Jonesville, VA center.
- Experience driving large vehicles.

Salary and Benefits

- The starting salary for this position is \$2000 for the full eight-week summer.
- Vehicle use: ASP will provide a vehicle for official purposes only and in accordance with ASP's vehicle policy.

Hired Dump Truck Drivers must sign and complete the attached contract, W-4 form, Employment Eligibility Verification Form (to verify U.S. citizenship) and the appropriate state tax withholding form (if applicable) and return them to the ASP Headquarters address to the left (Attention: Ben Deacon). Failure to do so could delay receipt of paychecks.

Revised: 3/13/07