

# Wisdom Projects, Inc.



[www.chicagowisdomproject.org](http://www.chicagowisdomproject.org) | [www.baltimorewisdomproject.org](http://www.baltimorewisdomproject.org)  
[wecare@baltimorewisdomprojects.org](mailto:wecare@baltimorewisdomprojects.org)  
[info@chicagowisdomproject.org](mailto:info@chicagowisdomproject.org)

## JOB DESCRIPTION FOR PART-TIME IN-HOUSE RIDE-SHARE DRIVER

### Job Announcement

The Baltimore Wisdom Project (BWP) of Wisdom Projects, Inc., a 501(c)(3) nonprofit organization headquartered in Baltimore City, seeks a part-time in-house ride-share driver. The driver's compensation will have taxes withheld (meaning, this part-time position is NOT an independent contractor position) and the driver will be a part-time, temporary employee of Wisdom Projects, Inc.

### Job Duties

The part-time, temporary, in-house ride-share driver will use their own vehicle to drive BWP staff to/from sites and engage in supportive related duties such as assisting with lifting and transporting teaching materials. Initial employment will be as follows:

- From the month of May 2021 through June 4<sup>th</sup>, 2021, the driver will work for approximately three hours each day twice a week and earn a stipend of \$500 on the 25<sup>th</sup> of the month of May (this compensation is approximately 3 times more than \$25 an hour).
- For our 5-week/5-days-a-week summer program (which runs from June 28<sup>th</sup>, 2021 to July 30<sup>th</sup>, 2021), the driver will work for approximately three hours daily and earn a stipend of \$1200 paid on the 23<sup>rd</sup> of the month of July. We only pay by direct deposit.

Wisdom Projects, Inc. maintains current commercial auto insurance.

### Job Requirements

1. Must be 21-years-old or older and extremely reliable, punctual, pleasant, customer-friendly, and trustworthy.
2. Must reside in Baltimore city or extremely close by so that you are within 15 minutes of downtown.
3. Must be able to execute work in an accepting, affirming, friendly, supportive, and positive manner with culturally diverse people, including African American and LGBTQ people and abide by our nondiscrimination policy (<https://baltimorewisdomproject.org/non-discrimination-policy.html>).
4. Must be able to lift approximately 50 pounds; help individuals in an out of vehicles; and be extremely supportive;
5. Must report directly to and be willing to work appreciably and supportively with the CEO of Baltimore Wisdom Project and abide by all human resources policies given to you; and must drive extremely safely within the speed limit at all times.
6. Must pass a criminal background check: specifically, you must be free of arrests and convictions for at least ten years; and have a record in which all arrests and convictions are at least ten years in the past.
7. Must not have traffic or driving infractions within the last 7 years based on an official state and federal court search.
8. Must have written, documentary proof of valid, current Maryland state driver's license.
9. Must have written, documentary proof of current car insurance.
10. Must have proof of up-to-date official car inspection.
11. Driver's vehicle must conform to the requirements listed here at this URL.
12. Must pass regular visual inspections of vehicle for cleanliness.
13. Must undergo an in-person job interview (according to COVID-19 safety procedures).
14. Must be fully vaccinated for COVID-19 with official vaccination card(s).
15. Must wear a face mask at all times and disinfect surfaces of own vehicle before and after all trips.
16. Must undergo 90-day trial period to ascertain reliability, trustworthiness, and commitment to safety.

### Contact

If interested, please contact us at <https://baltimorewisdomproject.org/contact.html>, and tell us your full **legal** first name, middle name, and last name (as it appears on your driver's license). In the body of your email, please let us know if you meet all 16 of the requirements in the job announcement and why you are interested in the job. We welcome qualified applicants of all cultures, identities, and expression, including people-of-color and LGBTQ individuals.