



**Job Posting**  
**Driver**

**Who we are**

WorldDenver is a nonprofit community organization that promotes a greater understanding of world affairs and cultures throughout the Denver Metro area, creating and implementing unique programs that connect Coloradans with experts, leaders, and ideas from all over the world.

**Location**

Our office is located at 3607 Martin Luther King Jr Blvd. Denver, CO 80205. The responsibilities of our Driver positions will primarily take place throughout the Denver Metro, but may extend several hours away from Denver from time to time (but always returning to Denver by end of day - no overnight stays are required for this position).

**The Team**

We are a team of 9 dedicated people and expect to grow over the coming years.

**The Big Picture**

WorldDenver intends to hire two drivers as independent contractors who will be responsible for transporting international visitors to meeting appointments in the Denver metro. Responsibilities will include refueling; maintaining inspection, mileage, and fuel logs; and cleaning the organization's 15-passenger van.

**Specifics of what you'll be doing**

Interaction with guests

- Drivers will spend a significant amount of time interacting with guests from around the world, and they will serve as the face of WorldDenver, Metro Denver, and the state of Colorado to hundreds of international visitors annually.
  - Drivers must possess a professional demeanor and understanding of cross-cultural nuances.
  - They will communicate and coordinate with WorldDenver staff and U.S. State Department liaisons to effectively manage day-to-day transportation logistics for international exchange programs.

Driving engagements

- As an independent contractor, each driver can expect to be engaged to drive WorldDenver's 15-passenger Ford Transit van once or twice each month for a period of 3-5 consecutive days (frequently including at least one weekend day).
  - WorldDenver can usually confirm dates for transportation assignments a month in advance. Driving is generally required from 9am to 5pm each day, but the daily schedule may vary, including occasional trips to Rocky Mountain National Park and similar destinations.

- Drivers will also be responsible for cleaning both the interior and exterior of the vehicle and refueling it when not transporting passengers, and they may be asked to arrange regular maintenance for the vehicle (such as oil changes, tire rotations, etc.). All cleaning, fuel, and maintenance costs will be covered by WorldDenver.

### **Qualifications**

- Possession of a valid Colorado Driver's License
- Able to pass a criminal and driving background check; no high accumulation of points, outstanding traffic tickets, or criminal record
- Ability to lift, maneuver, and carry luggage and vehicle seats weighing up to 70 pounds
- 2 years of experience as a professional driver preferred (CDL is not required)
- Flexibility and ability to adapt to changing needs and requirements with little supervision
- Basic working knowledge of vehicle mechanics and maintenance requirements
- Ability to navigate around the Denver metro effectively and conduct the vehicle in a safe and responsible manner, utilizing defensive driving techniques
- At least 21 years of age (for insurance purposes)
- Fully vaccinated/boosted for COVID-19
- Professional demeanor, dependable, and punctual
- Ability to read, understand, and follow a written itinerary and communicate effectively in English. Ability to speak one or more languages in addition to English, especially French, Spanish, Arabic, Russian, or Mandarin, is beneficial, but not required.
- Attentive to details; riders' needs; vehicles' responsiveness, operations, and conditions; recording required information on a daily log
- Complies with all federal, state, and local rules, statutes, ordinances, and codes, including vehicle inspections, licensing, observing traffic signals and speed limits, and requirements for seat belts, snow tires and tire chains
- Familiarity with attractions, landmarks, and dining options within the Denver Metro is desired

### **Environmental Conditions:**

The work environment normally entails the following:

- Occasional exposure to outdoor elements, such as extreme cold or hot temperatures, precipitation, and inclement weather.
- Moderate noise levels consistent with a transportation environment.

### **Compensation**

- This is an independent contractor position with a part-time, variable schedule.
- The salary is \$23.00 per hour, and we expect that drivers will be contracted for approximately 30 – 65 hours per month. Drivers will receive a form 1099 each year.
- Position does not include benefits.

**WorldDenver is committed to increasing the diversity of our staff and paid contractors who provide culturally responsive programs and services. Therefore, Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, members of the LGBTQIA+ community, and those with lived experience with racism and/or misogyny are encouraged to apply for this role. WorldDenver is committed to the principle of equal employment opportunity for all team members and to providing a work environment free of discrimination and harassment. All employment decisions at WorldDenver are based on business needs, job requirements, and individual**

**applicant qualifications, without regard to race, color, religion, or belief, ancestry, age, sex (including pregnancy, sexual orientation, and gender identity), family or parental status, or any other status protected by law.**

**Application Process**

To apply, please send your resume or employment history and a list of at least three references to [Careers@WorldDenver.org](mailto:Careers@WorldDenver.org) by November 13, 2022. In your email, please provide a brief (1-2 paragraphs) explanation of why you are interested in this particular job. Interviews will be conducted on a rolling basis, and contractors may be selected prior to the position closing.