

## TOWN OF WINDHAM

Position: Per Diem Van Driver  
Department: Parks and Recreation  
Report To: Parks and Recreation Director  
Classification: Non-Exempt Part-Time

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### General Summary:

Per Diem Van Drivers drive Windham Parks & Recreation department vehicles for a variety of programs and events. Hours vary based on need but must be available to drive on some weekdays, evenings and weekends.

### Essential Functions:

- Maintain a safe environment for all participants.
- Maintain clean areas, including vehicles that you drive to and from programs.
- Provide assistance to staff during community events and programs when available.
- Perform post-trip inspections of the vehicle and inform the department of any defects.

### Other Duties and Responsibilities:

- Performs other work as may be required in support of the Parks and Recreation Department.

### Competencies:

- Ability to work independently with minimal supervision.
- Ability to interact effectively and professionally with Parks and Recreation Director, office staff, other employees, and the general public for overall effectiveness of the Windham Parks and Recreation Department.

### Required Education/Experience:

- High school diploma or equivalent.
- Successful background check required.
- Successful completion of the Vehicle Safety Training required.
- Ability to correctly follow verbal instructions and to develop and maintain effective and professional working relationships with management, other employees, and the general public.

### Additional Eligibility Qualifications:

- State of Maine Driver's license, Class C.

Click Here to Apply: [EMPLOYMENT APPLICATION \(myrec.com\)](https://myrec.com)

### EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing non-discrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.