

PROGRAM DIRECTOR

PART TIME

JOB DESCRIPTION

At present, the Kerr♦Konnnect program is being directed by the Board of Directors. All participants in the program—drivers, office personnel and the Board of Directors are volunteers. Currently, there are approximately 27 drivers and 4 part-time office personnel. Over 100 riders have joined the system and more are being signed up weekly.

The core operational software is a web-based ride scheduling program through which information about riders and drivers is entered and all rides are scheduled. The requested rides are accessible through the internet to the drivers who choose the rides they wish to provide clients. Virtually all ride requests are taken by telephone and entered into the system. The Program Director will be expected to become familiar with the core software immediately upon hiring.

The primary operational function of the Program Director is to manage, coordinate and direct the 30 plus people who form the organization and ensure that the mission of Kerr♦Konnnect is met on a daily basis. This includes scheduling personnel for the office operations, ensuring all ride requests are met and soliciting new volunteers as needed.

In addition, the Program Director serves as manager and spokesperson for Kerr♦Konnnect, helps plan and lead fund raising activities, including grant requests to foundations and other funding organizations, assists with financial planning and management, is the primary person in charge of volunteer recruitment of both drivers and office personnel and is the primary individual responsible for public relations for Kerr♦Konnnect. Working with the Board of Directors, the Program Director is responsible for assuring that the goals of the organization are realized in keeping with its vision and mission statement.

This will be a part-time position of 20 hours per week with a salary of \$15.00 per hour. **At this time, no additional benefits can be provided.**

To be considered, applicants must provide both a completed application and current resume' which can be emailed to kerrkonnnect@gmail.com or mailed to P.O. Box 290194, Kerrville, Texas 78029. If you have questions, you may also call the office at 830-315-5377.

Kerr♦Konnnect hopes to hire a Program Director in February, 2019, with job duties to begin as soon as possible thereafter.

Kerr♦Konnnect

APPLICATION FOR EMPLOYMENT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Qualified applicants are considered for employment without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, marital status, veteran status, sexual orientation, gender identity and/or expression, genetic information, or any other characteristic protected by applicable law. All employment decisions shall be consistent with the principles of equal opportunity employment. Accommodations to enable all individuals to participate in the application process may be provided upon advance request.

ANSWER ALL QUESTIONS - PLEASE PRINT

Applicant's Name (Last) (First) (Middle)		Date of Application
Applicant's Address (Street)		Applicant's Email Address
Applicant's Address (City, State, Zip)		
Telephone () ()	Other telephone(s) where you can currently be reached Cell () Current business()	May we contact you at your current business? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position(s) Applied For (List Job Titles)		Status Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
Referral Source <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency _____ <input type="checkbox"/> College/Career Placement Office <input type="checkbox"/> Job Fair <input type="checkbox"/> Employee <input type="checkbox"/> Other		
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you eligible to be lawfully employed in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Have you ever been convicted of a felony? Yes No

If yes, provide all detail*
*Conviction of a crime will not automatically disqualify you from employment.

Are you licensed to drive? Yes No If Yes, in what state? _____ License # _____
Is your license currently under suspension for any reason? Yes No If yes, please explain.

EMPLOYMENT EXPERIENCE (List each job held. Start with your present or last job. Include military service assignments and volunteer activities.)

Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
1	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			
Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
2	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			
Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate

