



VOLUNTEER POSITION DESCRIPTION

Volunteer Truck/Van Driver

Position Title: Volunteer Driver

Department: Medicines and Health Products/Logistics

Reports To: Logistics Officer

Time Commitment: at least 1 4 -6 hr. shift per week

Position is Ongoing (Tuesday-Wednesday-Thursday)

Position Summary: Looking for a motivated volunteer driver familiar with the Portland Metro area and I-5 corridor, who is interested in a regular pick-up route. These donated supplies from our partners and clients will be distributed to vulnerable populations throughout the world.

Essential Duties and Responsibilities:

- Drive a 24 ft cargo Truck or a standard cargo van. Pick-up locations are throughout the Portland Metro area and I-5 corridor from Salem to Lacey WA
- Maintain driver log.
- Ability to locate pickup locations, dock locations and connect with client for pickup.
- Assist with loading/offloading Pallets/Boxes into Truck or van.
- Sign all BOL's and keep location pickup secure.
- This position may also fill in for other warehouse duties as needed.
- Volunteers will serve as representatives of Medical Teams International to agencies and individuals making donations.

Other Duties:

- Perform daily pre-drive maintenance check prior to shift.

Requirements and Qualifications:

- Driver must have a valid license and insurance (No CDL Required)
- Self-motivated and self-driven
- Ability to work alone or with co-pilot.

Tools and Equipment Used:

- Ratchet straps
- Pallet jack
- Hand truck

Physical Demands:

- Ability to lift 50 lbs.
- Ability to stand and walk for extended periods of time.
- Ability to use a pallet jack/hand truck.