

Middlesex School Health Center Driver

Middlesex School seeks a part-time driver to drive students to and from medical appointments. The position requires a 15 hour per week commitment from Monday – Friday during the school year (September 1 – June 1). The exact hours are somewhat flexible and will be determined with the successful candidate.

Middlesex School is a coeducational college-preparatory boarding secondary school of 405 students located in Concord, Massachusetts. For more information, please visit our website at www.mxschool.edu.

RESPONSIBILITIES

The individual holding this role will work for the Director of Health Services to:

- Drive students to and from medical appointments. These appointments are sometimes scheduled a week or so in advance and sometimes the same day. When the need for a driver arises, the health center will call the driver and ask if they can commit to the transportation need. For this reason, availability and flexibility are ideal. Most appointments are in the local area of Concord, Acton, Littleton, Chelmsford and Waltham but some appointments are in Worcester and Boston.
- A vehicle is provided by Middlesex

SKILLS AND QUALIFICATIONS

- Valid driver's license and clear MVR background
- Ability to drive safely in all traffic and weather conditions is required.
- Employment is contingent on acceptable SAFIS Fingerprinting, CORI and driving record background checks.
- Individual must be vaccinated or have an allowable exemption and be willing to adhere to the School COVID policies which may change but currently require employees to have weekly PCR testing.

PHYSICAL DEMANDS

- Ability to drive safely in all weather conditions
- Ability to lift 20 pounds
- Ability to be outside moving from location to location to meet with students and families in a variety of weather conditions

Salary will be commensurate with qualifications and experience. This is a part-time position, and it not eligible for Middlesex School benefits. Middlesex School is an Equal Opportunity Employer.

Please send cover letter and resume to Matt Crozier, Chief Operating Officer Middlesex School, 1400 Lowell Road, Concord, MA 01742. Materials may also be e-mailed to mcrozier@mxschool.edu