



317 17<sup>th</sup> Ave. South  
Seattle, WA 98144

## **JOB DESCRIPTION**

**POSITION:** Saturday Driver

**FLSA STATUS:** 0.2 FTE / Non-Exempt / Part Time

**REPORTS TO:** Day Worker Center Manager

**SUPERVISES:** N/A

**GRADE:** Assistant

**REVISION DATE:** 06/11/2026

**BARGAINING UNIT STATUS:** Represented by OPEIU Local 8

**COMPENSATION:** \$30.00 - \$31.00 per hour. Compensation is governed by the applicable wage scale under the collective bargaining agreement between Casa Latina and OPEIU Local 8.

**EMPLOYMENT STATUS:** This position is grant-funded. Continuation of the position is dependent upon the ongoing availability of funding and organizational needs.

---

Casa Latina is an equal opportunity employer. We consider all applicants without regard to race, color, national origin, religion, gender, marital or military status, age, sexual orientation, gender identity, the presence of any sensory, mental or physical disability, genetic information, political ideology or any other protected characteristic.

---

## **PURPOSE**

The Saturday Driver supports Casa Latina's Day Worker Center operations by providing safe transportation services, assisting with worker dispatch activities, supporting employer and worker communications, and helping connect workers with employment opportunities. This position plays a critical role in ensuring workers arrive safely to job sites while contributing to the efficient operation of Saturday dispatch services.

Typical schedule is Saturdays during Day Worker Center operating hours. Additional hours may be available based on organizational needs and funding availability.

## **KEY RESPONSIBILITIES**

### **Transportation Services**

- Safely transport workers to and from job sites.
- Maintain a valid Washington driver's license and safe driving record.
- Conduct vehicle inspections and report maintenance concerns.

NOTE: The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for this position. Reasonable accommodations, as required by the Americans with Disabilities Act, will be granted whenever possible. The above job description is not comprehensive. The job responsibilities may include other duties as assigned. Casa Latina may change or update job duties as necessary to meet business needs.



317 17<sup>th</sup> Ave. South  
Seattle, WA 98144

- Ensure compliance with transportation safety requirements.

### **Dispatch & Member Services**

- Assist with Saturday dispatch operations, including worker referrals and employer communications.
- Answer questions from workers and employers regarding dispatch procedures.
- Support job matching efforts between workers and employers.
- Accurately document dispatch activities and maintain required records.
- Assist with member check-in and registration processes.

### **Administrative Support**

- Complete transportation, dispatch, and mileage logs accurately and timely.
- Maintain confidentiality of worker, employer, and organizational information.
- Perform other duties as assigned in support of Casa Latina's mission and operations.

### **REQUIRED QUALIFICATIONS**

- Ability to communicate effectively in Spanish required; English proficiency preferred.
- Valid Washington State Driver's License
- Clean driving record
- Minimum two years of customer service experience
- Reliable attendance and punctuality
- Basic Microsoft Office skills
- Ability to work independently with minimal supervision
- Commitment to Casa Latina's mission
- Ability to meet Casa Latina's vehicle insurance eligibility requirements.

### **WORKING CONDITIONS**

- Community-based work environment
- Frequent interaction with workers, employers, and community members
- Fast-paced dispatch environment
- Exposure to varying weather conditions while transporting workers
- Interaction with individuals experiencing economic hardship and employment barriers

NOTE: The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for this position. Reasonable accommodations, as required by the Americans with Disabilities Act, will be granted whenever possible. The above job description is not comprehensive. The job responsibilities may include other duties as assigned. Casa Latina may change or update job duties as necessary to meet business needs.



317 17<sup>th</sup> Ave. South  
Seattle, WA 98144

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **PHYSICAL REQUIREMENTS**

- Regular driving throughout the shift
- Ability to lift and carry up to 25 pounds
- Ability to assist with loading and unloading materials
- Ability to sit, stand, walk, and bend throughout the workday

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Casa Latina reserves the right to modify or revise this job description at any time to meet organizational needs.

**Apply today!**

**Send your resume & cover letter to:**

**[Careers@casa-latina.org](mailto:Careers@casa-latina.org)**

NOTE: The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for this position. Reasonable accommodations, as required by the Americans with Disabilities Act, will be granted whenever possible. The above job description is not comprehensive. The job responsibilities may include other duties as assigned. Casa Latina may change or update job duties as necessary to meet business needs.