



Urban League of  
Greater Pittsburgh

*Empowering Communities.  
Changing Lives.*

Urban League of Greater Pittsburgh, Inc.  
332 Fifth Avenue, 4<sup>th</sup> Floor  
Pittsburgh, PA 15222-2222

## JOB ANNOUNCEMENT

**Job Title:** Family Center Worker/Van Driver  
**Department:** Family Growth and Child Development Department  
**Reports To:** Project Director  
**Salary:** Commensurate with Education and Experience Non- Exempt

**Note:** *The Urban League of Pittsburgh will consider qualified applicants without regard to race, national or ethnic origin, religion, sex, color or handicap. This position is funded under the Allegheny County Department of Human Services Contract. Funding is contingent upon annual appropriations.*

### Summary of position:

The ideal candidate has a strong commitment to improve the quality of life for families and children in the Greater Pittsburgh region. The candidate subscribes to a strength-based approach to service delivery and supports strong customer service for participants, staff and co-workers. He/she must be an innovative and creative individual who thrives on flexibility and change, is responsive to program and community needs, and is able to infuse a high level of energy into the workplace.

Family Center programs are strengths-based programs that operate according to the principles of family support. The requirements listed below are representative of the knowledge, skills and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual fulfilling this position must be an analytical problem solver with the ability to work independently to design an appropriate schedule to include the multiple functions of the position. The requirements for the position include but are not limited to: transportation coordination for participants to several agencies, services and locations within the greater Pittsburgh region; providing educational child care for children ages 0-17 years old; and data entry and report generation that will require above average reading, math and writing skills. Applicant must have a commitment to total quality and continuous improvement in the delivery of administrative clerical and data support services. *Family Support programs are strengths-based programs that operate according to the principles of family support.*

### Position Responsibilities:

- Safely transporting families to and from designations
- Will collect initial intake information for participants in the program acting when available as greeter for the program.
- Ensure the safety of passengers by providing daily inspections of vehicles and making immediate reports for all maintenance needs to the Project Director.
- Maintain routine maintenance for vehicles including inspections, oil changes and other operating fluids and tire rotation. Alert Project Director for all due dates for registration and inspections.

- Ensure that initial contact with families is smooth and seamless and that families are appropriately directed to the proper person, provided internal and external resource information.
- Provide access to the building for visitors or take messages for staff who are not present.
- Assure incoming calls are answered in a timely and positive manner. Route calls to the appropriate staff or services.
- Maintain and operate office equipment (e.g., copier, fax, computer, telephone system, etc.) and alert Project Director for any needs for service.
- Manage collection, input, processing, and reporting of data using the Allegheny County Department of Human Services Synergy data base system.
- Stamp all incoming mail by date and forward to appropriate staff.
- Collect and submit data for Urban League of Greater Pittsburgh reports including the demographic, central data base and unique child reports.
- Develop and implement developmentally appropriate activities for children who are participating in child care during parent workshops and meetings.
- Implement childcare services and request staff assistance as needed to maintain quality care and mandated staff/child ratios.
- Maintain cleanliness and orderliness of childcare area.
- Attend all staff meetings and trainings as requested.
- All other duties as requested.

**Essential Education:**

- High School Diploma, Associate Degree in Administrative Office Management, or related field, or three (3) years of experience

**Knowledge:**

- Knowledge of statistical reporting and record keeping
- Basic math and English skills
- Ability to relate to people and transfer knowledge and information
- Experience with data entry and database management
- Excellent written and verbal communication skills
- Ability to work well under pressure and maintain order in a fast-paced environment
- Proficient in Microsoft Office Suite (Word, Access, Power Point and Excel) applications
- Strong organizational and problem-solving skills
- High level of initiative and follow through
- Experience with children

**Note applicant must have:**

- Act 33/34 and FBI clearances
- Must obtain/maintain CPR/First Aid Certificate
- PA Driver's license and no traffic violations within last 3-5 years

**Interested candidates should forward a cover letter and resume to: [jobs@ulpgh.org](mailto:jobs@ulpgh.org)**