

## **POSITION DESCRIPTION: DRIVER / DISPATCHER**

This document lists the major duties and responsibilities of the Driver/Dispatcher position

### **1. CHIEF OF MISSION DRIVING**

- Serves as primary Chief of Mission driver.
- Delivers invitations for the Mission.
- Drives Class B Cashier to the bank, as required.
- Picks up and delivers parcels, as required.

### **2. DISPATCHER / MOTORPOOL SUPERVISION**

- Oversees motor pool operations, including ensuring that vehicles are properly maintained, keeping careful records of costs, and preparing reports.

### **3. INVENTORY CLERK**

- Acts as the NEPA clerk to ensure proper documentation, tracking and transferring of all property. Supervises sales and disposals.

### **4. OTHER**

- Performs other duties as assigned.