

Driver (Part-Time – Approximately 25 Hours per Week)
Lions Foundation of Manitoba and Northwestern Ontario

Position: Driver – Vision and Hearing Screening Program (Part-Time)

Starting date: Fall 2026

Reports To: Executive Director

Location: Winnipeg, Manitoba (with frequent travel throughout Manitoba and Northwestern Ontario)

Position Summary

The Lions Foundation of Manitoba and Northwestern Ontario is seeking a dependable, safety-conscious and community-minded part-time Driver to support our Vision and Hearing Screening Program.

The Driver is responsible for safely transporting volunteers, screening equipment, and supplies using the Foundation's 2027 Ford Transit van to schools and community locations throughout Manitoba and Northwestern Ontario. This position plays a vital role in helping children receive early vision and hearing screenings.

Travel may include day trips, overnight travel, and occasional early-morning departures.

Key Responsibilities

- Safely operate the Foundation's Ford Transit 2027 van.
- Transport volunteers, equipment and supplies to schools and screening locations.
- Load and unload screening equipment.
- Ensure equipment is handled safely during transportation.
- Conduct daily vehicle inspections and report maintenance issues.
- Maintain vehicle cleanliness and fuel levels.
- Coordinate travel schedules with the Program Coordinator.
- Assist volunteers with setting up and packing equipment when required.
- Maintain accurate mileage, fuel and travel records.
- Follow all Manitoba and Ontario traffic laws and Foundation safety policies.
- Represent the Foundation professionally while interacting with schools, volunteers and community partners.
- Perform other related duties as assigned.

Qualifications

Required

- Valid Manitoba Class 5 Driver's License with a clean driving record.
- Minimum three years of experience driving passenger or commercial vans.
- A satisfactory Criminal Record Check;
- Must be eligible to work in Canada.
- Comfortable driving long distances throughout Manitoba and Northwestern Ontario.

- Ability to lift up to 50 lbs (23 kg).
- Strong organizational and time-management skills.
- Excellent interpersonal and customer service skills.
- Ability to work independently.
- Reliable and punctual.

Preferred

- Basic mechanical knowledge.
- First Aid/CPR certification (an asset).

Working Conditions

- Approximately **25 hours per week** (flexible based on screening schedule).
- Frequent travel throughout Manitoba and Northwestern Ontario.
- Some overnight travel may be required.
- Occasional early morning departures.
- Some lifting, carrying and equipment setup.

Compensation: \$22.00 per hour

In addition, the Foundation will provide:

- Paid travel time
- Meal allowance for overnight travel (or reimbursement of reasonable expenses)
- Hotel accommodations arranged and paid by the Foundation
- Paid orientation and training

Why Join the Lions Foundation?

The Lions Foundation of Manitoba and Northwestern Ontario is a trusted charitable organization dedicated to improving the lives of children and families through vision, hearing and mobility programs.

As a Driver, you will make a meaningful contribution by helping bring essential screening services directly to schools and communities, ensuring children receive early access to care and support.

Application Process

Please submit your resume to info@lionsfoundation.org. The position remains open until filled.