PART-TIME DRIVER

Reporting to: Director of Operations

Location: Faber, Virginia

About the Monroe Institute

The Monroe Institute (MI) is a non-profit organization with a goal of achieving the global awakening of human consciousness. To achieve this goal, we offer self-taught online courses, fully guided week long online courses and week long residential courses in two facilities on our campus in Faber, Virginia, USA. In addition, we offer, over 100 off-campus programs throughout the U.S., Europe, Latin America and Asia. The Monroe Institute uses a sound technology called Monroe Sound Science that was founded on audio technologies created by Robert Monroe more than 40 years ago. The audio technology has evolved to include more than 50 different techniques to inspire unique experiences. MI also conducts research to prove the technology works and understand how it works. We are also in a significant growth phase as we launch the MI mobile application called Expand.

Job Summary:

The Monroe Institute is hiring part-time drivers to transport program participants to and from the campus located in Faber, Virginia. The arrival times, which occur on Saturday, typically start by mid-morning and run to early evening. Flight delays might mean returning past midnight. The departure runs, which occur on Friday, might start as early as 3:30 a.m., but are typically completed by early afternoon. Times vary weekly based on flight schedules of the participants attending our retreats.

Responsibilities:

- Transport guests to and from Monroe’s campus in Faber, Virginia.
- These stops include the airport, train and bus stations as well as local hotels in Charlottesville
- Assist carrying guest’s luggage to the van and their room
- Monitor flight changes or new pickups before leaving the airport/Charlottesville
- Check and ensure participants are picked up and/or dropped off as scheduled
- Coordinate lost luggage transport on behalf of the participant
- Filling up the vehicle throughout the day as needed
Skills and qualifications:

- A valid driver’s license and at least one year of driving experience to perform the job safely
- A clean driving record
- Consent to background check
- Excellent navigation skills and proficiency in using navigation applications to find pickup locations
- Time management and organizational skills to keep track of arrivals and stay on schedule
- Exceptional communication and interpersonal skills to interact with staff and guests
- Physical stamina and good upper body strength to lift heavy luggage and be able to load and unload them from their vehicle

If you are interested in a position as listed above please send an email to careers@monroeinstitute.org along with a PDF of your resume including references. We will contact you if we are interested in setting up an interview with you.

Thank you for your interest!