

STOREY COUNTY SENIOR CENTER JOB DESCRIPTION

Transportation Coordinator

Class Title: Transportation Coordinator
Reports to: Senior Center Executive Director
FLSA Status: Non-Exempt
Created: 06/19/2018
Last Revised: 06/19/2018

JOB SUMMARY

Under general direction of the Senior Center Executive Director or his/her designee, provides transportation for participants between their homes and the center and for appointments or shopping during the day. Provides participant transportation for field trips as part of the activities program.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below:

- Drive vehicles in a safe and responsible manner utilizing defensive driving skills and in adherence to Storey County Senior Center (SCSC) policies and procedures, following assigned routes.
- Load and unload participants in and out of SCSC vehicles and assist participants into and out of their homes in adherence to SCSC policies and standards of practice.
- Transport participants to all requested appointments that have been arranged by the executive director.
- Assist participants in their home environment with simple tasks when necessary, such as put on shoes, jackets, etc.
- Maintain confidentiality of all company procedures, results, and information about participants, clients, or families regardless of setting.
- Coordinating scheduling of participant rides with the executive director.

EXAMPLES OF NON-ESSENTIAL FUNCTIONS

- Follow all SCSC policies, procedures, and OSHA safety guidelines to maintain a safe working environment.
- Maintain courteous, helpful, and professional behavior on the job and display a willingness and ability to be responsive in a warm and caring manner.
- Participate in continuing education classes and any required staff and training meetings; and main professional affiliations and any required certifications.
- Perform other duties as required or requested in a positive and helpful manner to ensure a smooth running work area.

QUALIFICATIONS/ REQUIREMENTS

Any combination of training and/or experience, which demonstrates a potential to perform the duties of the position, including experience in:

- Be, at a minimum, 16 years old.
- Ability to read, write, and speak English.
- Knowledge of Storey County region.
- Knowledge of how to use and maintain position's equipment and safety equipment.
- Function independently, have flexibility, and personal integrity.

