



TOWN OF MEDWAY

Transportation Coordinator

Medway Senior Center / Council on Aging

The Town of Medway's Senior Center seeks applicants for a qualified, dedicated and community-focused Transportation Coordinator to join our welcoming Senior Center. This is a part time position. This is a part time 25 hour per week position.

Reporting to the Senior Center Director you will support services and transportation arrangements that enable Medway's older adults to remain active, connected, and able to meet essential living needs. This position ensures that seniors and disabled residents have reliable access to medical appointments, grocery shopping, food pantries, wellness programs, and other vital resources through our existing GATRA transportation program as well as large volunteer driver network.

- **Transportation Coordination:**

- Schedule and facilitate transportation for seniors to medical appointments, pharmacies, grocery stores, food pantries, community meals, and other essential destinations.
- Coordinate with local and regional providers (GATRA, MetroWest RTA, volunteer drivers, taxi partners) to ensure dependable service.
- Maintain driver and rider schedules, track service use, and identify unmet transportation needs.
- Maintain transportation policies, including safety, accessibility, and emergency procedures.
- Manage group of volunteer drivers to secure resident rides outside of immediate area.

- **Administrative & Reporting Duties:**

- Maintain accurate records of trips, participants, mileage, and vendor payments.
- Prepare monthly transportation usage and activity reports for the Director and Council on Aging.

- **Safety & Compliance:**

- Ensure all drivers follow Town and COA transportation policies.
- Maintain vehicle cleanliness, inspection logs, and service records when applicable.
- Adhere to confidentiality (HIPAA) and mandated reporting requirements.

The Town of Medway is an Equal Opportunity Employer

- **Support Services & Referrals:**

- Assist in daily phone calls including assisting residents in identifying daily living and mobility challenges and connect them with available services (e.g., home meal delivery, wellness checks, minor home assistance).and/or connect with the right service provider/department

Minimum Qualifications

- High school diploma or equivalent; Associate’s degree in human services, public administration, or a related field preferred.
- Must have ability to lift up to ~25 lbs
- 2+ years’ experience in human services, senior programs, transportation coordination, or community outreach preferred
- Strong organizational, scheduling, and customer-service skills.
- Knowledge of local and regional senior transportation networks (e.g., GATRA, MWRTA, COA volunteer systems) a plus.
- Ability to maintain confidential information and work respectfully with older adults and people with disabilities.
- Computer proficiency with spreadsheets, scheduling systems, and basic data reporting.

Please send a resume, cover letter, and Employment Application to the Human Resource Manager, Joyce Sheehan at jsheehan@medwayma.gov or Medway Town Hall, 155 Village Street, Medway, MA 02053. The Application can be found here [Application](#)

For more details about the position, please visit the Town’s website. [Job Opportunities | Town of Medway](#)

Hiring Salary Range:	\$25.00-\$27.00 per hour
Closing Date:	Open Until Filled