

Job Description

Transportation Coordinator

Overall Duties

This position reports to the Executive Director. The Coordinator will work closely with the Executive Director and Program Staff to achieve the goals and objectives of the Transportation Department. This position must possess excellent client and staff communication skills as well as organizational and time management skills.

Specific Responsibilities

1. Manage the day to day responsibilities of the Transportation Department, including supervision of agency drivers.
2. Receive client calls and make appointments on a daily basis.
3. Prepare and distribute drivers' rosters daily. Close out counts on a daily and monthly basis and report to the data manager in a timely manner.
4. Maintain vehicles and records according to LYNX and FTA regulations. Maintain updated logs on all vehicles, including the kitchen vehicles.
5. Work closely with Congregate and Home-Delivered Meals Programs to meet clients' needs.
6. Acquire a thorough understanding of Older American Act guidelines and comply with all policies.
7. Ensure that all drivers receive CPR, First Aid, and Safe Driving courses as required.
8. Actively participate in hiring of new drivers and handle annual performance evaluations of drivers.
9. Attend meetings as required.
10. Other duties as assigned.

Qualifications

1. Experience working with the elderly population preferred.
2. High School Diploma.
3. Excellent interpersonal skills.
4. Excellent time management skills.
5. Must be detail-oriented.