

# Coordinator of Transportation

Date Posted:	March 29, 2018
Hours	Part Time 20 hours per week
Deadline:	Friday, April 13, 2018 at 4:30pm

**THIS IS A CONTRACT POSITION**

## **TRANSPORTATION RESOURCES for YOU 'TRY'**

---

### **Vision Statement:**

Coordinate, develop and promote sensible transportation resources that address and improve regional services to enhance quality of life.

### **JOB DESCRIPTION DISTINGUISHING FEATURES**

This position will work in collaboration with and report to the 'TRY' committee and also work independently. This person will be responsible for planning, developing, managing, and operating a volunteer driver program for 'TRY'. Develop goals and objectives for sustainability and growth of the program.

### **FUNCTIONS AND SCOPE OF WORK**

#### **Concerning Volunteers**

1. Develop, promote and maintain a sustainable volunteer base for the organization.
  - a) Develop and manage volunteer policies, procedures and standards.
  - b) Recruit, interview, orient, train, schedule, and communicate.
  - c) Match interested volunteers with an opportunity that suits their skill set and serves the organization.
  - d) Make public presentations to recruit volunteers.
  - e) Provide support, guidance, and resolve any grievances for volunteers.
  - f) Ensure criminal background checks are done on all drivers.

#### **Concerning Ridership**

2. Develop a system for riders to gain access to transportation services.
  - a) Develop outreach program.
  - b) Schedule and track ridership.
  - c) Make public presentations to promote program.
  - d) Coordinate both planned and unplanned transportation rides.
  - e) Develop cost-sharing guidelines and a fee schedule.

## Concerning Partnerships

3. Cultivate multi-agency partnerships that can sustain and provide assistance in the development of a volunteer program as directed by 'TRY'. Contact Local, Tribal, State and Federal government.
  - a) Inventory existing transportation programs.
  - b) Establish partnerships with government and community entities.

## Concerning Other Functions

4. Identify the scope of transportation needs.
  - a) Gather resources and data to create an effective guide.
  - b) Create and issue an ongoing transportation survey.
  - c) Establish data collection and input, decipher, analyze, and report to committee.

## QUALIFICATIONS

To be successful, an individual must be able to perform each duty independently and satisfactorily under supervision of 'TRY'. Must have valid driver's license with proof of insurance and a reliable means of transportation (may have to do some client transportation). Must pass a criminal background check.

## EDUCATION AND EXPERIENCE

A combination of education, training and experience that results in demonstrated competency to perform the job. Knowledge of management principles and evaluation techniques related to programs that involve volunteers.

## SKILLS

- (a) Proficient in computer applications, such as word processing, spreadsheets and internet use.
- (b) Record keeping skills.
- (c) Organization and planning skills.
- (d) Grant writing and fundraising skills helpful.

## CAPABILITIES

- (a) Conduct self in a calm and professional demeanor when dealing with the public and/or difficult situations.
- (b) Effectively communicate orally and with writing skills.
- (c) Work well with a diverse group of individuals and volunteers.
- (d) Effectively manage a wide array of tasks, projects, and responsibilities.
- (e) Work independently and productively in an unstructured environment.
- (f) Adhere to the vision of 'TRY' and convey its purpose to others.

## TIME AND COMMITMENTS

- (a) Adjust hours to accommodate the needs of the transportation plan.
- (b) Attend 'TRY' meetings and take minutes.
- (c) Make out schedules for drivers and riders.

**Benefits:**

This position will receive the following benefits:

- Paid Time Off (PTO)
- Holiday Pay
- Pension
- Voluntary Retirement Plans

**Hours of Work**

Office hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

**Pension**

Minnesota Public Employee Retirement Association. Contribution rates are 6.5% by employee, 7.5% by employer.