



## JOB OPENING

<b>JOB TITLE</b>	<b>Senior Division Van Dispatch</b>
<b>POSTING DATE</b>	09/15/2025
<b>CLOSING DATE</b>	<b>Open until filled.</b>
<b>DEPARTMENT/DIVISION</b>	Special Services/Senior Division
<b>EMPLOYEE GROUP</b>	General
<b>EMPLOYMENT STATUS</b>	Regular Part-Time
<b>START DATE &amp; WORK SCHEDULE</b>	<b>ASAP</b> 16-24 hours per week, Daytime hours
<b>PAY RATE</b>	\$13.50 - \$15.50 per hour
<b>PREVIOUS WORK EXPERIENCE</b>	Experience scheduling and working with the public is helpful. Experience working with older adults is desirable but not required.
<b>EDUCATION:</b>	High School Diploma or equivalent preferred.
<b>SPECIAL SKILLS &amp; TRAINING</b>	Excellent telephone and customer service skills. Must be able to multi-task, attend to details, and demonstrate good organizational skills. Must work well individually and as part of a team. Proficiency in Microsoft Office preferred.
<b>BASIC RESPONSIBILITIES</b>	Schedule community transportation service to medical appointments, grocery shopping, and other appointments for older adults and people with a disability. Provides excellent customer service in person, via email, and over the phone to patrons. Other duties as assigned.
<b>HOW TO APPLY</b>	All candidates must complete an <a href="#">online application</a> . Please create an account and apply online for consideration.

***EQUAL OPPORTUNITY EMPLOYER***