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**Transportation Specialist – Part Time**

$14 an hour depending on experience.

Do you want to help people access the resources they need—employment, medical care, community events, and more—while working with a supportive and dynamic team? Then look no further.

**About Us:**

The Hub on Smith provides comprehensive services that promote independence, quality of life, and dignity. We work closely with our community to ensure that those we serve receive the best possible care, support and resources.

**What We Offer:**

* **Purpose:** Make a meaningful difference in people’s lives by supporting mobility and access to essential services.
* **Flexibility:** A part-time schedule that fits your life while allowing you to develop professional skills.
* **Teamwork:** Join a supportive, inclusive environment where your contributions are valued.
* **Experience:** Build your resume with administrative, customer service, and tech-based communication skills.

**About the Position**

As a **Transportation Specialist**, you’ll play a vital role in keeping our community connected. This position is responsible for management of the transportation customer database software. Duties include verifying and entering data, preparing route schedules and route logs; answering the phone; scheduling rides for customers; providing information and referral for customers; and using a global positioning system (GPS) with two-way radio to communicate with drivers. General office work.

Join us in our mission to celebrate and serve older adults for the betterment of our community. Apply today to become part of The Hub on Smith team and help make a difference!

For more information and to apply please visit our website at [www.thehubsheridan.org](http://www.thehubsheridan.org) or you can submit your cover letter, resume and application to [tburt@thehubsheridan.org](mailto:tburt@thehubsheridan.org).

Warm Regards,

Taisshia Burt

Director of Human Resources

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**Title:** Transportation Specialist

**Location:** 2114 Eastside 2nd Street, Sheridan, WY 82801

**Reports to:** Operations and Transportation Managers

**ESSENTIAL JOB FUNCTIONS**

**Communication and Customer Service:**

* Answers telephone for the Goose Creek Transit Facility (GCT) and directs calls to appropriate people.
* Answers two-way radio to communicate with drivers.
* Provides information and referrals for customers.
* Communicates with customers and fellow staff members in a respectful manner.

**Data Management and Software**

* Regularly enters data to Transit software.
* Maintains and updates data customer base for transportation as needed.
* Uses software to schedule routes for the following day.
* Uses software to complete route logs at the end of the day.

**Health, Safety, and Compliance:**

* Reports concerns of health and safety regarding an individual or the program to supervisor immediately.
* Adheres to policy and procedures on confidentiality and safety.

**Support and Collaboration:**

* Provides assistance to staff as needed.
* Completes orientation and on-going training as directed.

**Knowledge, Skills, and Abilities**

* Coachable with a willingness to learn and adapt to a changing workflow.
* Proficient computer skills, including Excel and Microsoft Office, and data entry.
* Ability to handle and prioritize multiple tasks, work independently, meet deadlines, and produce accurate work.
* Detail-oriented and organized.
* Strong communication, both orally and written, while being able to listen and solve problems.
* Strong people skills and the ability to communicate effectively with a diverse group of people.

**Knowledge, Skills, and Abilities (continued)**

* Ability to follow instructions, manage time effectively, prioritize tasks and meet deadlines.
* Completion of Transportation Safety Institute (TSI), Safety, First Aid and CPR, Safe Driving and Drug and Alcohol Training.
* Employment is dependent on the ability to pass drug and alcohol screening.
* Employment is dependent on the ability to pass a Central Registry and Division of Criminal Investigations background check.

**Physical Demands**

* Must be able to remain in a stationary position at least 50% of the time.
* Must be able to move about inside and outside of the office.
* Must be able to communicate and exchange accurate information and ideas in a way others can understand in all situations.
* Must be able to observe detailed information at close range.
* Primarily operates computer and other office machinery such as copy machines, and printers.
* Primarily performs computer data entry and telephone work for extended periods of time.
* Must be able to transport items weighing up to 30lbs.
* Occasionally drives mid-to-large vehicles.
* Occasionally ascends/descends flights of stairs to service filing system.

**Minimum Qualifications**

* High school diploma or GED.
* Experience working with the public, older adults &/or people with disabilities preferred.
* Valid driver’s license and a safe driving record.
* Ability to pass a Central Registry and Division of Criminal Investigations background check.

*Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Senior Citizens Council is an equal opportunity provider and equal employment opportunity and at-will employer.*