

Transportation Manager

At Northshore Senior Center, our goal is to provide a community where everyone leads full, healthy and inspired lives. Our staff, with the support of over 500 volunteers, provides vital programs and services for adults (especially those 50 and older) as well as adults with disabilities of all ages and resources for caregivers and families. If you would like to support our important nonprofit work, we'd like to hear from you!

We provide competitive pay plus 100%-paid health insurance premiums for employees, paid time off, and 401(k).

The **Program Manager – Transportation** manages all aspects of the center's transportation program, ensuring that seniors, people with disabilities, and others with special transportation needs are transported to senior centers, adult day health, health care appointments, and other needed services.

This position reports to the Executive Director, and specific responsibilities will include:

- Manage ride scheduling with multiple funding sources to ensure on-time pick-up and drop-off of customers
- Hire, train, supervise, and evaluate drivers and transportation coordinators
- Keep driver's manual and maintenance plan current and ensure that drivers are updated as policies and procedures change
- Arrange for the purchase of new vehicles and the sale of surplus vehicles
- Ensure that pre-trip and post-trip vehicle inspections are performed and ensure proper vehicle maintenance and recordkeeping
- Download daily trip manifests, verify trips completed, submit for billing, and maintain all records
- Acquire and maintain all necessary permits, licenses, etc.
- Develop and manage the program budget
- Write and submit grant applications and administer grants
- Serve as the liaison with insurance broker/administrator

The successful candidate will have:

- High school diploma or GED (Associate's degree is preferred)
- 2+ years of supervisory experience (professional driving experience and/or experience working with seniors and persons with disabilities is preferred)
- Valid Washington State driver's license and willingness to obtain CPR/First Aid certification
- Proficiency with Microsoft Word, Excel, and Outlook
- The ability to pass a criminal history check and random drug and alcohol testing

To apply, please visit: <http://atsod.com/j/s.cfm/8WC>

Northshore Senior Center is an Equal Opportunity Employer.