



# Town of New-Wes-Valley

P.O. Box 64  
Badger's Quay NL A0G 1B0



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## **JOB TITLE: Transportation Program Coordinator**

**Summary:** The Transportation Program Coordinator will be a qualified, results oriented, hands on individual who is self motivated. This successful candidate will be responsible for advertising and marketing this new program to the region. Connecting with potential users of the program and setting up a scheduled pick up and drop off time for all users. The coordinators approach to the development and promotion will influence and the programs success. The coordinator will not only require the driving skills but well developed interpersonal skills. Both sets of skills should be reflected in the position and must be considered requirements for the role.

### Major Responsibilities and Duties:

- Advertise and Market the program.
- Provide orientation, coordination and recognition to program volunteers.
- Complete a quarterly evaluation on the program
- Provide monthly updates to employer
- Schedule and arrange pickup times based on community
- Transporting riders from their homes to their chosen destinations.
- Reporting any incidences and emergencies immediately
- Driver must be willing to respect and observe the policies, procedures, codes of conducts and ethics of employer.
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### Requirements:

- Software knowledge and proficiency in Microsoft Word, Excel, Power Point, Website maintenance, graphic programs, and social media expertise is essential.
- Excellent organization skills
- Hold a valid drivers license, have a good driving record and obey traffic laws.
- Be responsible for the upkeep and safety of the vehicle
- Be comfortable with public speaking and giving presentations
- Be skilled at maps and logistics
- Training/experience in marketing and promotion will be considered an asset.
- Be physically able to assist riders should it be required
- Class 4 license considered an asset - but can be achieved after employment.
- First Aid considered an asset.

### Incorporating the communities of:

Valleyfield, Badger's Quay, Pool's Island, Brookfield, Wesleyville, Pound Cove, Templeman and Newtown

Hours of work:

- The Transportation Program Coordinator is a part time position for 21 hours per week for 52 weeks. These 21 hours will be worked over a course of 3 days per week.

If interested in applying for this position please drop off a resume at the Town Office or use one of the following options:

Email: [new-wes-valley@nf.aibn.com](mailto:new-wes-valley@nf.aibn.com)

Mail: Town of New-Wes-Valley, P.O. Box 64, Badger's Quay, NL A0G 1B0

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