



Transportation Coordinator

Job Description

POSITION: Transportation Coordinator/ Preschool Promise Transportation Coordinator

FTE: Up to 35 hours per week with benefits

Location: Relief Nursery, Robin Jaqua Child and Family Center, Springfield, OR

Salary: \$12.60-\$13.90 per hour

RESPONSIBILITIES: The Transportation Coordinator is responsible for transporting children to and from the Nursery, coordinating routes along with teachers and outreach staff, and overseeing all aspects of Relief Nursery transportation. In addition the transportation coordinator will provide general support to the TECP and respite Care programs by assisting teachers in the therapeutic classrooms and providing other program support as assigned.

REQUIREMENTS:

1. Obtain First Aid and Infant/Child CPR Certifications within 90 Days
2. Experience working with children 0-5 years old
3. Good driving record.
4. Effective communication skills, emotional maturity, and stability.

Preferred:

1. AA or Bachelor's degree
2. Bilingual in English and Spanish
3. Experience working with high-risk families.

SKILLS AND ABILITIES:

1. Relate tactfully, confidently, sensitively and non-judgmentally with young children, their families, and other staff members.
2. Good physical stamina with the ability to lift and carry car seats, children, sit in child size chairs and on the floor, bend, and kneel.
3. Dependability and flexibility.
4. Good organizational skills.
5. Basic computer and office skills.
6. Maintain a professional demeanor with clients, staff and public at all times.

TRANSPORTATION COORDINATOR'S GENERAL DUTIES:

1. Update current family addresses, release information, and routes. Ensure that all drivers keep this data current in all buses.
2. Coordinate routes for each bus. This includes assessing families' needs for transportation along with teachers and outreach workers.

3. Relay any information to and from program staff and parents.
4. Act as lead contact regarding all aspects of transportation when assigned Program Supervisor is absent.
5. Adhere to all staff policies regarding confidentiality of families and children attending the Relief Nursery.
6. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy.
7. Attend all-staff meetings at 3:00 p.m. on the first Wednesday of each month and other meetings as requested.
8. Recruit and train drivers and riders.
9. Convene and attend transportation meetings. Oversee, train and meet with drivers to discuss problems/challenges.
10. Collect and submit all gas logs to Finance Assistant every two weeks.
11. Schedule and secure maintenance and body repairs for all vehicles.
12. Ensure that the Relief Nursery transportation system complies with ODOT standards.
13. Complete all documentation including claims forms for reimbursement in a timely manner.
14. Track transportation expenses and projected annual transportation budget needs.
15. Transportation Coordinator serves as Relief Nursery's car seat expert. Train staff on car seat safety; periodically provide instruction for staff updates.
16. Provide support to Relief Nursery programs as assigned. Support may include, but is not limited to, assisting teachers in classrooms, moving and sorting donations, assisting the cook with food preparation, and general building upkeep.
17. Other duties as assigned.

Relief Nursery offers paid medical after 60 days, 5 weeks paid vacation, sick, personal leave and 403b benefit package for all benefitted employees. Pre-employment drug screen and

criminal background check, DMV records check and proof of automobile insurance required.

Relief Nursery is an Equal Opportunity Employer