



# Transportation Coordinator

## Job Description

<b>Hours per week</b>	Up to 34-40 hours/week as assigned
<b>Supervised by</b>	Deputy Director of Early Childhood Programs
<b>Location</b>	Springfield, Oregon
<b>Starting wage range</b>	\$19.66-\$21.16, depending on qualifications

### Overview

The mission of the Relief Nursery is to prevent the cycle of child abuse and neglect through early intervention that focuses on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of comprehensive family support services from therapeutic classrooms to substance use disorder recovery support, that are easily accessible to parents with children birth to six years of age who are at high risk for abuse or neglect. At the core of the Relief Nursery is the belief in focusing on, and building upon, the strength of each family we serve.

We are currently hiring for a Transportation Coordinator at our Springfield, Oregon site to help support this mission. The Transportation Coordinator supports Relief Nursery programs and services by filling a variety of day-to-day roles to meet the on-going and emergent needs of the agency.

*Relief Nursery strongly recommends that employees stay up-to-date with COVID-19 vaccines, including booster shots. This allows us to safely support children and families in an in-person environment.*

### Responsibilities

The Transportation Coordinator is responsible for overseeing all aspects of Relief Nursery's transportation program, including coordination of training, maintenance, and budgeting needs. The Transportation Coordinator also transports children to and from the Nursery and coordinates routes along with teachers and outreach staff. 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.

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. Upon request from supervisors, assist in assessing families' needs for transportation.
3. Relay any information to and from program staff and parents.
4. Coordinate emergent transportation needs/issues when assigned Program Supervisor is not available.



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5. Check Relief Nursery voice messages prior to starting route in the morning and during the day when receptionist is out.
6. Adhere to all staff policies regarding confidentiality of families and children attending the Relief Nursery.
7. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy.
8. Attend meetings as requested.
9. Train new bus drivers and bus riders.
10. Convene and attend transportation meetings.
11. Collect and submit all gas logs to Finance Assistant in accordance with written protocol.
12. Schedule and secure maintenance and body repairs for all vehicles.
13. Ensure that the Relief Nursery transportation system complies with ODOT standards.
14. Complete all documentation including claims forms for reimbursement in a timely manner.
15. Track transportation expenses and projected annual transportation budget needs.
16. Serve as Relief Nursery's car seat expert. Train staff on car seat protocols and safety.
17. 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 dishes,
  - general building upkeep, and
  - assisting with duties at the front desk such as answering phones, interacting with families and visitors, and general office support.
18. Other duties as assigned.

### **Minimum Qualifications**

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most*



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*interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.*

*Individuals who previously received services from Relief Nursery or those interested applicants who do not meet the minimum qualifications are also encouraged to apply.*

1. Willingness to obtain First Aid and Infant/Child CPR Certifications within 90 Days of hire
2. Experience working with children 0-5 years old
3. Good driving record – DMV record check required
4. Comfortable driving a small school bus as well as large and small vans (training provided)
5. Effective communication skills, emotional maturity, and stability. Relate tactfully, confidently, sensitively and non-judgmentally with young children, their families, and other staff members. Ability to maintain a professional demeanor at all times
6. Dependability and flexibility
7. Good organizational and record-keeping skills
8. Basic computer and office skills including email communication and Microsoft programs
9. 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

### **Preferred Qualifications**

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

### **Annual Benefits for Employees**

Relief Nursery employees working 30 or more hours per week enjoy the benefit of being a part of an organization that makes the world a safer and better place. A flexible work schedule and the benefits listed below round out the generous benefit package offered.

- Medical Coverage (very low employee cost)
- Dental Coverage (very low employee cost)
- Vision Coverage (very low employee cost)
- Flexible Spending Account
- Employee Assistance Program (EAP)
- 403(b) retirement plan with employer match
- 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
- 5 weeks of paid vacation leave per year (coincides with the school district winter break, school district spring break, plus two scheduled weeks in August)
- 2 paid personal days per year (add 1 additional day per each 5 years worked)
- Paid Holidays



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- Paid Jury Duty time
- Mileage reimbursement
- Opportunity for internal growth and promotion, including access to professional development and training opportunities
- Public Service Loan Forgiveness (PSLF) qualifying employer
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**Interested applicants, please email resume and cover letter to:**

Barbara Santiago, Deputy Director of Early Childhood Programs

[barbaraSa@reliefnursery.org](mailto:barbaraSa@reliefnursery.org)

Pre-employment drug screen, criminal background check, DMV check, and proof of auto insurance required. Position will remain open until filled.

**Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace**