



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Posting Number: 004906

Job Title: Temporary Part-Time Transportation Services Coordinator

City: Oshawa

Province: Ontario

Employment Group: CUPE 251

Wage Rate: 02, \$27.47 - \$30.54

Standard Weekly Hours of Work: up to 24 hours

Shift Work Required: Yes

Posting End Date: 2024/07/11 by 4:30pm

Job Description

Reporting to the Transportation Services Program Coordinator, or designate, assist in the coordination of the centre's transportation services.

Responsibilities

- Driving vehicles and ensuring safety of passengers
- Organizing and scheduling the carpool program and assisting in the development of program guidelines
- Training volunteer drivers and assistants
- Assisting in maintaining the vehicles in a clean condition
- Providing backup to the Program Coordinator D

- Providing building maintenance including sidewalk shoveling etc. as needed
- Assisting with program planning and coordinating, and Customer Service
- Assisting with program administration including compiling client numbers monthly
- Assisting with maintenance of database and reports

Requirements:

- Demonstrated knowledge and skill normally associated with the completion of a grade twelve (12) plus one (1) year of experience working with the older adult population and volunteers as well as driving experience with a large passenger vehicle or mini bus, or an equivalent combination of formal education and relevant experience
- Possession and maintenance of a valid, unrestricted Ontario Driver's License, minimum Class "G" in good standing and able to pass the City's tests for motor vehicle operation. Must have an excellent driving record and the ability to drive in all weather conditions
- Established skills and experience skills in Microsoft Office applications and related software
- Hold current First Aid and Cardio-Pulmonary Resuscitation (CPR) certificates, or be willing to undertake such programs
- Demonstrated interest in working with senior citizens and possess personal qualities of maturity and tact
- Good interpersonal skills and have the ability to develop and maintain effective working relationships with clients and staff
- Good communication skills, both orally and in writing

As a condition of employment, the City of Oshawa will require successful candidates to provide a Vulnerable Sector Check and an employment medical.

Apply online at: <https://oshawa.jobs.net/en-CA/search>

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related

to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.