



*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 cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Temporary Part-Time Transportation Services Coordinator

Posting Number: V-194-25

Department: OSCC 55+ **Branch:** Oshawa Senior Community Centres

Location: OSCC - John St.

Posting Start Date: 2025/08/25 **Posting End Date:** 2025/09/07 by 4:30p.m.

Employment Group: CUPE 251 **Salary Grade:** 02, \$28.16 - \$31.31

Standard Weekly Hours of Work: up to 24 **Shift Work Required:** Yes

Job Description

Reporting to the Senior Transportation Services Coordinator, or designate, support the coordination and delivery of transportation services for the Oshawa Senior Community Centres.

Responsibilities:

- Drive city vehicles, ensuring the safety, comfort, and well-being of passengers
- Assist with training volunteer drivers and assistants
- Assist in maintaining the vehicles in a clean condition
- Provide building maintenance including sidewalk shoveling etc. as needed
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Perform other duties as assigned

Requirements:

- Demonstrated knowledge and skills normally associated with the completion of a secondary school diploma, 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 Ontario Driver's Licence, in good standing, minimum Class "G", a driver's abstract showing no demerit points, and the ability to pass the Corporation's tests for motor vehicle operation
- Must be able 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.

To be considered for this position, please email your application (cover letter and resume) to Posting194@oshawa.ca, clearly stating the position title in the subject line.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

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.