



**CASTLE ROCK
SENIOR ACTIVITY CENTER**
"Loving Life in the Second Half"
2323 Woodlands Blvd., Castle Rock, CO 80104

Transportation/Office Manager
Position Description
Updated 2-10-2020

Description of Duties:

The Transportation Coordinator/Office Manager will be responsible for mostly all aspects of managing the transportation program. This will include but not be limited to the shuttle program, specials and activity programs. The individual will work closely with other staff members and will be an integral member of this small staff. The Transportation Coordinator/Office Manager will assist the Director in administering Senior Center transportation grant services, utilize computer skills to help gather, tabulate and compile center information and monthly reports, and schedule and coordinate the daily shuttle services and activities.

This position will also serve as the lead overseer of the center in the absence of the Executive Director. The individual will work with the Executive Director to learn best practices, conflict resolution, and overseeing skills. In addition this individual will consult with an Executive Board Member on major decisions in the absence of the Executive Director.

Supervision Required:

This position will be under the direct supervision of the Executive Director.

Essential Duties and Responsibilities:

- Oversee the Center in the absence of the Executive Director
- Responsible for overseeing the training of all drivers in coordination with the Volunteer Coordinator & Transportation Chairperson.
- Prepare and coordinate drivers' schedules on a daily basis for Shuttle, Specials and Events.
- Coordinate Fleet Assignments and telephones each morning.
- Maintain daily shuttle logs.
- Maintain the proper documentation required of all drivers and riders.
- Send monthly report to Douglas County and the Town of Castle Rock.
- Record monthly reports on vehicle mileage.
- Maintain adequate number of drivers for all activities as well as the daily schedule.
- Be responsible for the scheduling and coordination of all transportation needs.
- Accurately input and prepare all transportation related reports.
- Register qualified riders for grant funded programs.
- Work closely with the Transportation Chairperson to ensure driver training programs and maintenance programs are in place and followed.
- Participate in Douglas County Transit Solution Provider Meetings.
- Coordinate with Volunteer Coordinator and Transportation Chairperson on yearly driver meetings
- Share responsibility with Executive Director to compile weekly deposit.
- Send Monthly Emails to Driver regarding updates and monthly needs.
- Handle Petty Cash Reimbursements as needed.
- Take Weekly Deposit to bank as needed.
- Assist with activity and membership processes.
- Oversee the Front Desk Coordinator's training and daily work.
- Oversee the Kitchen Coordinator's training and daily work.
- Assist with events and programs as needed.
- Accurately input and prepare data in EmpowOR Database.
- Keep daily compilations of statistics for grant reporting.
- Maintain, utilize and seek new ways to use Schedules Plus Database to enhance transportation program and other systems for the Center in conjunction with the Executive Director.
- Other duties as assigned.

Experience and training:

- Must have strong geographical knowledge of Castle Rock and surrounding areas.
- Must have the ability to use MapQuest or other mapping programs with the ability to read and interpret maps.
- Must have a working knowledge and skills in Microsoft Office computer programs and usage.
- Must have a valid Colorado driver's license and acceptable driving record.
- Must have a strong working knowledge of standard office equipment, software and applications.
- Prefer prior experience and understanding of non-profit and volunteer-based organizations.
- Prefer two years or more previous experience working in an office environment.

Physical Requirements:

- Ability to operate passenger van or other vehicle in the transportation of participants.
- Ability to lift a burden of 25 lbs. or less.
- Ability to conduct activities involving simple grasping, fine manipulation and gross motor skills.
- Ability to participate in routine conversations in person or via phone or hand-held radio, and distinguish signals including alarms, emergency whistles, equipment malfunction signals, and similar alerts.
- Ability to visibly distinguish circumstances, situations, written material, and other details within the environment at distances both near and far.
- Mobility to move to and from points inside and outside of the Senior Center.
- Ability to comply with all ADA requirements and exclusions.

Other Requirements:

- Ability to interact with general public and members of the organization.
- Ability to work well with other staff in dealing with unexpected situations and challenges.
- Ability to adapt to an ever-changing environment.
- Ability to remember processes and procedures for dealing with competitive situations and challenges.
- Problem solving skills helpful in responding to unanticipated circumstances and challenges.
- Should have mathematical reasoning, analytical skills and abilities necessary to prepare, maintain and analyze operations and activity records, budgets, and cash flow.
- Ability to read and understand materials, and compare information or instructions in written form.

Position Description:

Position descriptions are dynamic documents, meant to be updated and revised continuously, based on the programs and services we offer. We encourage you to offer suggestions for improving your effectiveness and the design of your position by speaking with your supervisor

- I have received a copy of the Employee Handbook.
- I have received a copy of the Center's By Laws.
- I have read the job description for the Transportation Coordinator position and have had all my questions answered in regards to the job duties, responsibilities and requirements.

Signature: _____ Printed Name: _____

Date: _____