
Position Title: Transportation Coordinator – Full Time

Department: Seniors and Assisted Living

Location: 74 Firvalley Court, Scarborough, ON

Warden Woods Community Center

Warden Woods is nonprofit charitable organization that has been in operation for over 50 years, with a mission to build caring, compassionate, just, and interdependent communities in southwest Scarborough. We envision our agency to be a place where everyone belongs, everybody is somebody, everybody is challenged to be a part of the solution, we grow and help one another grow, consultation and communication are norms, not exceptions, together we can build and share in a better tomorrow.

Warden Woods offers early years and daycare programs, youth drop-in, meal programs and shelter services, seniors supports and more to meet the needs and interests of our diverse community

Position Summary

Reporting to the Manager, Seniors and Assisted Living, the Transportation Coordinator is responsible for coordinating all areas of the Transportation Program for Seniors at Warden Woods, including ensuring all agency vehicles are properly maintained and operating in accordance with the Toronto Ride partnership.

Job Responsibilities

- Coordinate and schedule all ride appointments for clients as requested by clients or client representatives
- Schedule transportation for clients to/from Seniors' Program activities and events
- Communicate with clients, client representatives, and program partners with warmth and professionalism
- Maintain agency vehicles (may include buses, cars and vans of various sizes and models) as per partnership and funding requirements, and organizational policies/procedures.
- Coordinate repairs and upgrades and respond to concerns about vehicle's functionalities promptly and appropriately.
- Ensure compliance with Ministry of Transportation regulations and Toronto Ride Mergers & Acquisitions, ensuring a safety-first approach.
- Coordinate and maintain all documentation relevant to legally operating agency vehicles (insurance, licenses, vehicle registration, etc.)
- Maintain all required program records and statistics as per required timelines
- Administer weekly deposits of cheque requisitions, bills and other documents

- Personally drive vehicles to complete rides for clients as scheduled in the absence of the program driver
- Attend and participate in Seniors' Program team meetings
- Support the coordination of driving trips for other organizational programs and activities as required
- Perform other administrative duties as requested by the Manager, Seniors and Assisted Living, to support smooth and safe program operations that respond to community needs.

Qualifications:

- Valid Class F driver's license (A recent drivers' abstract will be required)
- Minimum 3 years driving experience at an F class level
- College diploma level in a related field, or demonstrated equivalent experience
- Experience working with and interest in providing excellent community services to Seniors
- Experience with data entry and/or databases, and ability to enter data accurately and efficiently is a must. Knowledge or experience related to Trapeze, CIMS and Alayacare databases considered an asset.
- Basic knowledge of vehicle operating systems and maintenance requirements
- Excellent communication skills – oral and written English required
- Knowledge of Microsoft Office and Office 365 applications are an asset
- Ability to work collegially in a community-based environment using an inclusive and client-centered approach
- Excellent organizational, time-management and interpersonal skills
- Ability to hold responsibility for costly organizational assets with integrity
- Must be legally entitled to work in Canada

Compensation and Hours of Work:

- \$40,447.71 annual salary
- Group benefits, paid vacation, Group savings plan, company events
- Alternate working arrangements are available based on operational needs
- 35 hours per week required
- Flexibility to work occasional evenings and weekends as required
- Ability to respond to site emergencies as required

Application

WWCC is an equal opportunity employer committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage all qualified persons to apply, particularly Indigenous peoples, persons with disabilities, ethnic minorities, visible minorities, and others who share our values and contribute to fostering an inclusive and diverse workplace. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

A police reference check to be completed upon hire.

In your cover letter, please ensure that you explain why you would like to work at Warden Woods Community Centre and why you are qualified for the position as tied to the responsibilities listed above. Please send resume and cover letter via e-mail only to: careers@wardenwoods.com with the subject heading: '**Transportation Coordinator** in the subject line, **no later than January 16, 2023**.

While we thank all who apply, only those selected for interviews will be contacted.