



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## METROWEST YMCA

October 2024

### Transportation Coordinator, Framingham

The Metro West YMCA is a nonprofit organization with the goal of strengthening the foundations of our community. We do this through programs that help build a healthy mind, body and spirit for all, and our programs are built around our three focus areas: Youth Development, Healthy Living, and Social Responsibility. The Y is open to all, and we pride ourselves on the diversity of our members and employees. As an employer, the Y seeks to recruit energetic professionals, encourage work-life balance, and provide opportunities for growth and development. **A full-time Transportation Coordinator is needed.** We are looking for a friendly, professional, and energetic individual who enjoys working with people and has a desire to provide outstanding service. **Competitive pay and benefits! Pay up to \$32.00 per hour depending upon knowledge, credentials, and experience!** Equal Opportunity Employer.

The **full time Transportation Coordinator** oversees the development of systems and implementation of all facets of transportation, including maintenance, invoicing, records, driver training, transportation requests and relationships with third parties as well as facilities department organization of contracts, files, schedules, and facilities work order system, in accordance with the policies established by the Board of Directors, along with the mission and goals of the YMCA. Recruits, trains, and supports drivers. Provides liaison support to committee(s) and advisory board(s). This position will play a key role in community and member relationships.

#### ESSENTIAL FUNCTIONS:

1. Develops, implements, and manages, in collaboration with the Director of Buildings and Grounds, operations of transportation and vehicles with a goal of increasing access to programs and services.
2. Drives in the after-school hours.
3. Develops and controls department budgets related to the position.
4. Lead summer camp transportation program, which includes planning of routes based on prior year performance, manage 3rd party RFP's and contracts, manage scheduling of am/pm routes, shuttles and field trips, recruit, hire, train and supervise summer drivers.
5. Lead EEC school year licensed transportation which includes EEC training and packet requirements, setting routes based on numbers, manage third party contracts, manage school transportation contracts, recruit, hire, train and supervise drivers (7D drivers, school bus drivers, general drivers), schedule field trip transportation requests.

6. Lead general program transportation, which includes Changemaker field trips, Y Night transportation, food service deliveries and other program opportunities that may present themselves.
7. Manage the Facilities department contractual relationships, permit schedules, file management, and work order system to ensure needs across the Association are met and timelines not missed.
8. Ensures a positive working and program environment emphasizing the YMCA's areas of focus and character values.
9. Operates and maintains a safe working environment to include program storage areas.
10. Develops and maintains effective working relationships within the community. Relationships include facilities vendors, school transportation directors, MWRTA, auto shops, etc.
11. Assures compliance with state and local regulations. Ensures that program standards are met, and safety procedures are followed.
12. Maintains accurate and up to date records, files, and billing/collection procedures and provides data and reports as required for assigned programs.
13. Maintains all certifications and training hours necessary for the position to include school bus driver certificate and driver training certification.
14. Ensure proper coverage is present for all related functions in accordance with program needs.
15. Other duties as assigned.

## **QUALIFICATIONS:**

- 1. Certification as a school bus driver required and driver trainer preferred (or working towards certification).**
2. Four or more years of management experience, preferably in a YMCA or other nonprofit agency.
3. Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fundraising.
4. Can handle multiple tasks at the same time.
5. Excellent time and project management skills.
6. Proficient with various software programs (Office 360) and ability to quickly learn new programs.
7. Prefer knowledge of and previous experience with diverse populations.
8. Proven track record of developing authentic and deepened relationships with others.
9. Ability to establish and maintain collaborations with community organizations.
10. Ability to obtain CPR, O2 and First Aid certifications.
11. Must be physically capable of moving equipment and can hear and see activities and problems as they occur.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee needs sufficient strength, agility, and mobility to perform essential functions of the job.

While performing this job's duties, the employee is regularly required to use a computer for extended periods of time and communicate using a computer and phone/smart device.

**To Apply:** Download the [application](#) and email it including a resume to [Employment@Metrowestymca.org](mailto:Employment@Metrowestymca.org)