
Transportation Coordinator

Job Description

Under the general guidance of a Park District Supervisor, the Transportation Coordinator is responsible for safely transporting program participants to and from a variety of locations in a timely manner.

Qualifications

Must be at least 21 years old, have a high school diploma or the equivalent, and a valid Illinois Drivers License, with a good driving record. Must have a minimum of one-year driving experience. Maintains the knowledge of traffic and highway safety rules and regulations and is aware of the precautions necessary to avoid accidents. Must complete the Park District's Driving Program prior to operating a Park District Vehicle. This position also requires CPR, AED and First Aid certification.

Pre-requisite:

- A copy of your Driving Record Abstract
- Cognitive skills to follow both written and verbal directions
- Ability to work in diverse climate and environment
- Ability to sit, stand or walk for extended periods of time
- Available to work weekends, holidays, flexible start/end times

Primary Responsibilities

This person's duties shall include, but not be limited to:

1. Transportation:

- A Transportation Coordinator must be punctual in attendance and strictly maintain time schedules
- Demonstrate and support quality customer service
- Performs all necessary safety checks on vehicle prior to usage
- Maintain logs and reports in full detail
- Responsible for properly maintaining the interior of the vehicle
- Report any problems or malfunctions of vehicle immediately
- Thorough knowledge of roadways in and out of New Lenox
- Responsible for the tracking, security and safety of passengers
- Enforce safety rules with all passengers

2. Coordination:

- Performs duties including, but not limited to; passenger check in, maintaining trip responsibilities and following catalog guidelines

Secondary Responsibilities

1. This position may also act as a Leader IV in the absence of a Park District representative