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**TOWN OF HOLBROOK
JOB POSTING**

Part-Time Alternate Transportation Specialist – Council on Aging

Town of Holbrook, MA

The Town of Holbrook is seeking a reliable and compassionate individual to serve as the Part-Time Alternate Transportation Specialist for the Council on Aging (COA). This is a part-time, non-exempt position (4–18 hours per week, depending on need and availability). The Alternate Transportation Specialist will provide safe and courteous transportation services for Holbrook's senior community and individuals with disabilities.

Position Overview:

The Alternate Transportation Specialist will work closely with the COA Director and staff to ensure safe and efficient transportation for seniors and individuals with disabilities. This role requires flexibility, strong interpersonal skills, and a commitment to providing reliable and respectful service.

Responsibilities:

- Transport seniors and individuals with disabilities to medical appointments, shopping centers, and local destinations.
- Assist passengers in boarding and exiting the vehicle, including operation of the wheelchair lift.
- Ensure passengers are safely inside their residence before departing.
- Assist with carrying light packages (2-3 bundles as needed).
- Report any health or safety concerns regarding passengers to the COA Director.
- Adhere to the COA's transportation policies and procedures.
- Perform daily and routine vehicle checks (tires, oil, gas, battery, lights, seatbelts, wheelchair lift function).
- Maintain cleanliness of the vehicle inside and out.
- Report maintenance issues to the COA Director as soon as possible.
- Maintain daily logs of mileage, fuel usage, and hours worked.
- Utilize the mobile communication system for scheduling and team communication.
- Secure and lock the vehicle at the end of each shift.
- Demonstrate flexibility in responding to last-minute schedule changes and coordination with COA staff and activities.

Qualifications:

- Valid Massachusetts driver's license with a clean driving record.
- Current CPR Certification (required).
- Experience in motor vehicle operation and transportation services preferred.
- Courteous, patient, and sensitive to the needs of seniors and individuals with disabilities.
- Strong interpersonal and communication skills.
- Ability to troubleshoot scheduling and logistical challenges and communicate with COA staff.
- Ability to work both independently and as part of a team.
- Basic knowledge of local streets, community facilities, and maps.
- Ability to follow oral and written directions.
- Familiarity with community services is helpful.
- Ability to exercise good judgment and maintain confidentiality.

Compensation:

- Hourly wage: Competitive rate based on experience.
- Non-exempt, part-time position (4-18 hours per week, no benefits).

How to Apply:

Interested candidates should submit a cover letter and resume to:

Town of Holbrook

Human Resources Department

Email: AMahoney@holbrookmassachusetts.us

Deadline: Open until position is filled.

The Town of Holbrook is an Equal Opportunity Employer. All qualified individuals are encouraged to apply.