



Lt. Col.

MATT URBAN

Human Services Center of Western New York

1081 Broadway, Buffalo, New York 14212

(716) 893-7222

Position: Transportation Coordinator, 35 Hours

Reports to: Project Coordinator (Director of Senior Services)

Position Summary: Assist Project coordinator with the management and coordination of the transportation services provided to our senior population

Responsibilities:

- Provides, seniors with transportation services while being compassionate and sensitive to their needs
- Calculates daily donations from vans, confirming with another team member, and forwards donations to Controller for deposit
- Tracks daily units of service for each van, forwarding information to Project Coordinator for monthly EC Department of Senior Services report
- Schedule repairs and maintenance for vans, utilizing Matt Urban Center preferred mechanics
- Maintains records on van service, maintenance, gasoline usage, van driver's logs and registration of new van riders
- Assists Project Coordinator with supervision of van drivers
- Acts as substitute van driver as needed
- Provides tracking reports on each van's daily units of service
- Weekly for Project Coordinator
- Monthly summary for Erie County Department of Services report

Education/Experience:

- High School degree or equivalent
- Related experience helpful with a desire to work with senior citizens

Skills, Abilities & Knowledge:

- Valid NY State Driver's license

Please send resume to:

Director of Senior Services
Matt Urban Center
1081 Broadway, Buffalo, NY 14212