

Town of Stoneham



Office of the Town Administrator
Human Resources (781) 279-2620

Job Title: Senior Center Van Driver
Department: Senior Center
Supervision: Reports to Senior Center Director
Scheduled Hours: Part-Time 18.5 hours per week
Salary: \$15.00 per hour

Primary Purpose

To provide transportation services to older adults in the Stoneham community two days a week. In cooperation with the Director, the driver will assist the Senior Center in accommodating those needing rides as outlined in job responsibilities.

Responsibilities

- Provide rides to Meal Site
- Provide rides for various activities at Senior Center
- Assist as back-up for medical rides
- Work with office personnel on scheduling appointments
- Provide transportation for grocery shopping
- Work with volunteer drivers
- Assist passengers into and out of the van
- Knowledge and usage of handicapped equipped van (chair lift)
- Alerts Director of significant change in individual clients
- Performs a variety of miscellaneous duties such as answering the phone, running errands, pick up and delivery of supplies/packages, making arrangements for use of equipment, etc.

Minimum Requirements

- High School Graduate
- Valid MA Driver's License
- Excellent driving record
- Ability to pass Town's physical exam requirements
- Must comply with HIPPA rules and regulations
- CORI check required

Deadline to apply: **Wednesday, October 6, 2021 at 4 p.m.**

Please submit resume and cover letter of interest to: Debbie Pettengill
Assistant to Town Administrator
Town Administrator's Office
35 Central Street
Stoneham, MA 02180
dpettengill@stoneham-ma.gov

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