

# Town of Coventry

## Van/Bus Driver – Coventry Senior Center

### **General Description**

This position is a grant-funded position funded by the State Dept. of Transportation Matching Grant Program and functions under the guidance of the Senior Center Coordinator, Transportation Coordinator and direct supervision from the Human Services Administrator.

### **Essential Functions**

*The functions or duties listed below are illustrative of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

### **General Senior Center Functions**

Plans enrichment trips, develops new activities and programs outside of the Center:

- Movie afternoon at the Center (1x month) to and from Orchard Hills
- Matinee movies
- Baseball/Basketball games
- Theater/Arts Museums
- Runs errands for the Senior Center as needed.

Shopping trips:

- Eastbrook, Buckland Mall, Evergreen Walk, Michaels', Kohl's
- Monthly trips to big box stores

Additional opportunities for lunches, within the local area:

- Out to Lunch Bunch (1x month)
- Senior Center Luncheons (2x month)
- Tech High School Culinary Café

Community Events:

- High School Band/Theater opportunities

### **Other opportunities:**

- The paid driver would also have the ability to run errands for the Center.
- Maintenance of vehicles as required for inspection, exterior and interior detailing, DMV registration
- Works within a "flex-time" schedule for program needs.

### **Knowledge, Skills and Abilities**

Knowledge of laws relative to motor vehicle operation.

Ability to read and understand route directions

Ability to understand needs of the elderly population

Considerable skills driving a minivan/bus preferred.

Ability to develop, coordinate, and direct varied activities involved in senior center programming; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders and the general public; ability to communicate effectively orally and in writing; ability to plan and coordinate work.

### **Physical Demands**

While performing duties of this job, the employee is required to assist elderly and disabled passengers with wheelchairs, walkers, canes; operate objects, tools or controls. The employee is required to climb, balance, stoop, kneel, crouch or crawl.

### **Special Requirements**

Must have a valid State of CT driver's license, CDL/Passenger and/or the ability to obtain within 6 months of hire, First Aid and CPR certified with AED within one year of employment. Other duties, as assigned.