



Senior Transportation Coordinator Job Description

Jewish Council for the Aging (JCA)

Transportation Department

The *Jewish Council for the Aging (JCA)*, located in Montgomery County, Maryland helps the wider community thrive by providing programs and services that support older adults and their families and build bridges across generations. Our focus includes:

- Empowering independence for seniors through transportation and employment programs.
- Offering solutions to families seeking information and support around aging through our Senior HelpLine and Medicare information services as well as our Kensington Clubs for people with early-stage memory loss.
- Building caring connections across generations, through our Interages® Center that connects seniors with K-12 students.

Last year JCA directly served more than 6,000 people and indirectly touched at least 18,000 through social media, the website, and the Senior Resource Guides published in *Washington Jewish Week*. JCA serves seniors of all faiths, races, ethnicities, and income levels throughout the Washington region.

For more information about JCA, visit <https://accessjca.org/>.

Position Information

Job Title: Senior Transportation Coordinator

Employment Status: Full-Time (40 hours per week)

Work Schedule: 7:30 a.m. – 3:30 p.m., or as required

Salary: \$50,000 annually

Reports To: Director of Transportation

Job Summary

Reporting to the Director of Transportation, the Senior Transportation Coordinator supports and oversees the daily operations of the Transportation Department. This role provides leadership in coordinating routes, vehicles, and drivers, and serves as a backup for both the Director and drivers as needed.

Essential Duties and Responsibilities

- Assume the duties of the Director of Transportation in the Director's absence.
- Prepare, schedule, and coordinate daily bus routes, vehicles, and driver assignments.
- Hire, supervise, evaluate, discipline, and terminate transportation drivers as necessary.
- Conduct and implement driver training programs.
- Respond to client inquiries and requests related to transportation services.
- Investigate transportation incidents and accidents; prepare reports and recommend or implement corrective actions.
- Monitor two-way radio communication with drivers during operating hours or as required.
- Maintain accurate transportation records, including bus mileage, passenger trips, and vehicle maintenance data.
- Serve as a backup driver when necessary.
- Perform other related duties as assigned.

Minimum Requirements and Qualifications

- Valid Commercial Driver's License (CDL) with the ability to operate all JCA vehicles.
- High school diploma or equivalent.
- Experience working with diverse populations with patience and sensitivity.
- Ability to read and use street maps to plan efficient bus routes.
- Clear and concise verbal and written communication skills.
- Demonstrated ability to supervise, train, and work collaboratively with drivers.
- Strong organizational, time-management, and record-keeping skills.
- Computer proficiency, including Microsoft Word.
- Ability to work under pressure and meet deadlines.
- Professional, honest, and tactful demeanor.

Equivalent combinations of education and experience will be considered.

Job Relationships

Supervises: Transportation Drivers

Supervised By: Director of Transportation

Compensation and Benefits

JCA offers a competitive compensation and benefits package including a 403(b); 100% company-funded Defined Contribution Retirement Plan after 2nd year; health and dental plans available to those working over 20 hours weekly; life insurance; short and long-term disability insurance; paid time off to include company and individual holidays, vacation, and sick leave.

Equal Opportunity Statement

JCA believes in equal opportunity for all workers, regardless of age, and that 50+ workers should have a level playing field in their ability to compete for and obtain jobs. Recognizing the value of experienced workers, we have proudly signed the AARP "Work Reimagined Pledge" — a promise to recruit across diverse age groups and to consider all applicants on an equal basis as we hire for positions within our organization.

It is the policy of the Jewish Council for the Aging of Greater Washington, Inc. to prohibit discrimination on the basis of race, sex, sexual orientation, gender, gender identity, gender expression, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, hiring and promotion of its staff. Moreover, reasonable accommodations are available to persons with disabilities during application and or interview processes in accordance with the Americans with Disabilities Act. JCA intentionally seeks diversity in our staff, reflecting the diversity in our community.

To Apply

Email a **cover letter and resume** with subject line of **your last name/Job Title** to resumes@AccessJCA.org