

Transportation Associate

Part-Time Position

Schedule:

Monday, Tuesday, and Thursday

9:00 AM – 3:30 PM

Approximately 20 hours per week

Position Summary

Community Life Bridge is seeking a compassionate, relationship-focused Transportation Associate to help support the Community Life Ride program. This position involves providing transportation to those within Community Life Ride along with building relationships with the businesses in the community that they are visiting. The position will also support the Program Coordinator by assisting with other program needs if a ride is not in need of a driver.

The ideal candidate is personable, organized, adaptable, and passionate about serving older adults while representing Community Life Bridge professionally in the community.

Key Responsibilities

Program Support

- Provide rides for Community Life Ride members as assigned
- Balance transportation responsibilities with community relationship-building efforts
- Assist Program Coordinator with home visits for new riders as needed
- Serve as a positive and professional representative of Community Life Bridge during all interactions with riders, volunteers, partners, and stakeholders

Office & Administrative Responsibilities

- Attend weekly staff meetings
- Log mileage and time accurately
- Provide feedback notes on rides provided
- Assist with office coverage during the absence of the Office Coordinator

Qualifications & Requirements

- Valid Tennessee driver's license with reliable personal transportation
- Ability to pass criminal and driver background screenings
- Comfortable learning and utilizing new technology platforms in order to view, update and log all rides provided

- Strong written and verbal communication skills
- Excellent interpersonal skills with the ability to work cooperatively with staff, volunteers, clients, and community stakeholders
- Passion for serving older adults and supporting community-centered programs
- High level of professionalism, personal integrity, and sound judgment
- Commitment to treating all individuals with dignity and respect
- Willingness to adhere to Community Life Bridge policies, including HIPAA and Title VI requirements
- Ability to authentically communicate and represent the mission of Community Life Bridge in all professional interactions

Additional Details

- This is a part-time hourly position averaging 20 hours per week
- Weekly responsibilities and assignments will be coordinated by the Executive Director and Program Coordinator
- Occasional evening and weekend hours may be required for events and outreach opportunities
- The Transportation Associate reports directly to the Executive Director

Salary & Benefits

- \$18/hr with 20 hours average per week
- Mileage Reimbursement if using own vehicle
- Holidays off

To Apply

- Email cover letter and resume to Christine Martin at christine@communitylifebridge.org