

January 22, 2019

TITLE: Program Coordinator, Senior & Veteran Mobility
EMPLOYMENT TYPE: Non-Exempt
DIVISION: Bus – Accessible Transit Services
APPLICATION DEADLINE: 4:30 p.m. – Friday, February 15, 2019
PAY RANGE: \$39.09 - \$58.63 per hour (\$81,306 - \$121,960 estimated annual)
WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California
WORK SCHEDULE: Full Time

JOB SUMMARY: The Project Coordinator, Senior and Veteran Mobility reports to the Manager, Accessible Transit Services and is responsible for coordinating senior-citizen and veteran customer outreach and support programs for the San Mateo County Transit District (SamTrans), Peninsula Corridor Joint Powers Board (Caltrain), and San Mateo County Transportation Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop, plan, organize, and execute senior citizen and veteran customer outreach programs and events.
- Recruit, train, and supervise volunteers to support outreach activities.
- Act as a liaison to government agencies, non-profit organizations, and other groups that provide services to seniors, veterans, and people with disabilities.
- Provide administrative, analytical, and data entry program support.

EXAMPLES OF DUTIES:

- Set goals, objectives, and policies for Mobility Ambassadors and Veterans volunteers in the Senior Mobility Initiative and Veteran Volunteer programs.
- Participate in fund-raising activities and plan, organize, and implement volunteer recognition events and activities.
- Monitor and evaluate the efficiency and effectiveness of the Senior Mobility Initiatives and Veteran Volunteer Corps programs.
- Prepare reports for grants and other purposes.
- Track volunteer hours and the number of people who receive training.
- Supervise volunteer Mobility Ambassadors and Veterans Volunteers, in coordination with cities and non-profit agencies throughout San Mateo County.
- Arrange for on-the-job and other required training and evaluation of volunteers.
- Prepare and maintain procedural and training manuals.
- Performs all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promotes safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as required.

SUPERVISION: Works under the supervision of the Manager, Accessible Transit Services, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient education, training, and experience to demonstrate the knowledge

and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- A Bachelor's Degree in social services, marketing, business, health education, or a related field.
- Three years coordinating community outreach, including organizing volunteer groups.

OTHER REQUIREMENTS:

- Must be proficient in the use of Microsoft Office applications.
- Must have effective written and oral communications skills.
- Must have a valid California Driver License.

SELECTION PROCESS MAY INCLUDE:

Applications will be screened for completeness and minimum qualifications.

Written and/or skills assessment examination.

Finalists will be interviewed by a screening and selection panel.

Background investigation.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

Holidays: Seven paid holidays, plus up to five floating holidays per year

Time Off: Paid Time Off: 21 days per year

Insurance: Medical, dental, vision care, group life insurance, and more

Transportation: Free bus transportation for employees and qualified dependents

Retirement: Public Employees Retirement Systems (CalPERS) and Social Security

- Classic Members – 2% @ 60 benefit, 3 year average of highest compensation
- New Members – 2% @ 62 benefit, 3 year average of highest compensation

HOW TO APPLY:

Although we encourage applicants to apply online, we are still accepting paper applications.

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at www.smctd.com/jobs.html. When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.
- You may call (650) 508-6308 to verify your online or paper application has been received.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650) 508-6288.

SamTrans is an Equal Opportunity Employer.