

COA TRANSPORTATION COORDINATOR

The Town of Carlisle Council on Aging is seeking qualified applicants for a part-time (19-25 hours/week) position of Council on Aging Transportation Coordinator. This position is responsible for scheduling and dispatching work in coordinating the operations of the COA-sponsored transportation activities as well as keeping detailed statistical reports. The Transportation Coordinator supervises part-time paid and volunteer drivers, and is responsible for scheduling the Meals on Wheels drivers. Work is done both from the COA office at Carlisle Town Hall and from home. A high school education is necessary. Must have compassion for the elderly and be able to deal tactfully, patiently, and appropriately with elder clients. Candidate must pass a background check (CORI). Excellent organizational and computer skills are mandatory as well as working knowledge of MS Outlook, Word and Excel. Resumes should be sent to Carlisle COA c/o Debra Siriani, 66 Westford St., Carlisle MA 01741 or emailed dsiriani@carlisle.mec.edu no later than December 30, 2011.