



Mobility Coordinator
Delaware County Transit

**Applications are being accepted for the position of
Part-Time Mobility Coordinator
with Delaware County Transit (DCT).**

This position is responsible for providing customer service, coordinating transportation services, and connecting resources to improve overall mobility for the general public.

Qualifications include:

- High School Diploma, GED or equivalent work experience;
- A valid Driver's License, as well as an acceptable driving record;
- Ability to communicate effectively, both orally and in writing;
- Ability to perform basic arithmetic, read, and interpret documents;
- Ability to speak effectively with individuals and small groups, respond to questions, instruct, train, and provide directions to customers;
- Ability to establish and maintain working relationship within various departments;
- Ability to work independently;
- Ability to handle multiple priorities and projects as directed;
- Ability to demonstrate initiative and judgment;
- Ability to use tact and discretion, and maintain confidentiality;
- Utilize multi-line phone and manage multiple calls at once;
- Customer service experience, exhibits a passion and ability to help others;
- Ability to work effectively with clients and customers, specifically elderly, disabled or medically fragile individuals who may be upset, distraught, irate, emotionally, mentally or otherwise unable to function within reasonable range of constructive behaviors;
- Ability to interpret maps, user guides, and route schedules and timelines of various transportation providers;
- Thorough knowledge of DCTB policies and rules, as it applies to the general public; and
- Ability to work afternoons and evenings, within the approximate hours of 2 p.m. to 6 p.m. Monday through Friday.

Responsibilities include, but are not limited to:

- Act as a travel navigator, work with human service agencies, workforce centers, medical facilities, and individuals to solve their transportation needs;
- Provides individuals with resources and transportation options;
- Assists in the coordination of volunteer services, such as but not limited to travel training, and other community services;
- Assists in developing new ways to remove barriers for transportation to and from destinations for individuals seeking transportation inside and outside of the Delaware County limits;
- Performs preliminary screening for eligibility for DCT's paratransit services;
- Makes outreach and education efforts on transportation resources;
- Assists in creating, expanding, and promoting existing volunteer programs, van pools, Park and Ride and Ride Share;
- Builds and maintains a working relationship between community partners relevant to connecting transportation;
- Performs dispatching duties as needed for effective collaboration with mobility management; and
- Performs others duties as assigned by supervisor.

Starting Pay Rate: TBD with minimum of \$14.14 per hour

[APPLY HERE](#)

**Or in person at:
Delaware County Transit
119 Henderson Ct.
Delaware, Ohio 43015
M-F, 9:00 a.m. - 4:00 p.m.**

You may also call or email Tina Smith with any questions: tinasmith@delcotransit.com, 740-368-9383.

DCT is a drug and alcohol-free workplace. All job offers are contingent upon taking and passing a pre-employment drug and alcohol test, a pre-employment physical, and a background check.

DELAWARE COUNTY, OHIO

**Equal Opportunity / Affirmative Action Employer
M / F / V / D**