



**Town of Bernardston
38 Church Street
Bernardston, Massachusetts 01337**

Job Announcement – Bernardston Senior Center Van Driver

The Bernardston Council on Aging, Senior Center is seeking qualified candidates for their part-time, non-benefit position, Senior Center Van Driver. The van driver transports older adult and handicapped residents to local area destinations and returning them home while exercising caution and safety. In addition, the Senior Van Driver is responsible for scheduling rides, keeping accurate records, filling in van reports as required, and handling van monetary receipts.

Minimum Qualifications: High school diploma or equivalent or an apprentice level of trade knowledge; up to one (1) year related work experience preferably with the elderly population; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: CORI certification is required as a condition of employment. Employee must have a valid Massachusetts Driver's License, DOT Certificate, Defensive Driving certificate and complete the training requirements of FRTA such as motor vehicle wheel chair lift; Certification as a CPR and First Aid is required. Must be ADA and Wheelchair certified and as a condition of employment, required to participate in a random drug and alcohol testing program.

Abilities: Ability to interact in a positive and effective manner with people at all levels of society, particularly the elderly; ability to communicate orally in a clear, and concise manner; ability to receive, understand, and execute oral, and written instructions; ability to maintain detailed and accurate records and to manage multiple tasks in a detailed safe and timely manner. Ability to detect the proper performance of a motor vehicle and to follow a preventative maintenance schedule. Ability to operate motor vehicles and use department equipment often in hazardous congested traffic conditions in a safe and efficient manner in accordance with established rules and regulations; must be watchful at all times for potential safety hazards.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Salary range and work schedule: \$15.77- \$17.75 Schedule will be as a back up van driver. Operations run Monday- Friday 8:00- 3:00 or as needed by schedule.

CLOSING DATE FOR APPLICATIONS: Until position is filled

Please mail cover letter and resumé to:

Town of Bernardston
38 Church Street
PO Box 504
Bernardston, MA 01337

or email to:

coa@townofbernardston.org