



**Community Connections**  
Community Connections Society of Southeast BC

## Senior Transportation Coordinator

### Internal/External Posting

*"Linking People, Communities and Services"*

May1, 2026

**Position Title:** Senior Transportation Coordinator

**Hours:** Part Time 14 hours per week

**Starting Date:** ASAP

**Rate of Pay:** \$29.17/hour per BCGEU Collective Agreement, Grid Level 12, Step 1

Community Connections Society of Southeast BC is looking for an Individual to work with the Better at Home Coordinator for our Senior Transportation Enhancement project, which is helping seniors get out and about for grocery shopping, appointments, and social activities.

**The successful candidate:**

- Recruitment, orientation training and ongoing support of volunteer drivers and promotion of drivers for the project .
- Actively promoting the project (poster distribution, community talks, news bulletin, social and other media.
- Answering client and stakeholder enquiries about the project.
- Distributing gift cards and taxi vouchers.
- Matching drivers to clients who request rides.
- Collect volunteer log sheets monthly, entry into statistics software program
- Submit required requisitions to finance department for volunteer fuel reimbursements.
- Volunteer and client support: periodic check-ins to ensure needs are met and that the program is working for them.
- Explore ways to increase transportation options for Cranbrook seniors, in partnership with other service providers.
- Attend community meetings as required
- Driving clients on occasion.
- Explore possibilities of a regional service with partners in Creston, Cranbrook, Kimberley Elk & Columbia Valleys.
- Provides information and referrals about other services as required.

**Skills and Experience:**

- Demonstrated experience working with seniors.
- Ability to recruit and work with volunteers and assist in building their capability.
- Administrative, reporting and budgeting skills.
- Strong interpersonal, organizational, networking and leadership skills.
- Demonstrated ability to keep records, write grants, report and carry out fundraising responsibilities.



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- Knowledge of relevant community resources, service providers and networks.
- Ability to work cooperatively in a non-profit organization and ability to work with community partners.
- Organizational and time management skills and capable of working independently and team.
- Passion for working with and advocating for older people.

#### **Requirements**

- Human service worker or Justice Diploma preferred
- A suitable combination of related education and experience will be considered.
- Computer literacy including experience with Word, Excel, Outlook, and experience with data entry, including a working understanding of databases.

#### **Other Requirements**

- Successful criminal record screening.
- Membership with BCGEU.
- Some remote work is available however must be able to commit to be in office one day per week.
- Some travel required with in the region.
- Drivers license and a clean drivers abstract as well as a reliable vehicle.

Deadline for Applications: until position is filled

Submit to: Community Connections Society

Attention: Tesha Nee, Operations Manager

[officemanager@ccssebcb.com](mailto:officemanager@ccssebcb.com)