



EMPLOYMENT OPPORTUNITY

Community Leisure Transportation Coordinator

The Minoru Seniors Society is seeking an excellence-driven professional to lead the Community Leisure Transportation program.

Job Summary:

Reporting to the Coordinator, Senior Services, this role is responsible for the operation of the Community Leisure Transportation (CLT) program, liaising with community organizations, staff and volunteers to implement a comprehensive community based transportation service. CLT makes Community Service programs accessible for seniors, youth, persons with disabilities and all other Richmond residents.

Duties and Responsibilities:

- Administrative tasks: Schedule CLT buses, payroll for drivers, prepare invoices, and coordinate with the Fleet Garage and Fleet Training Manager. Gather and manage usage statistics, and provide them when requested.
- Supervisory responsibilities: Recruit, screen, interview, and manage drivers, including scheduling their shifts and ensuring proper coverage.
- Safety and risk management: Ensure compliance with National Safety Code Guidelines and effectively manage risks to prioritize the well-being of passengers, drivers, and the community.
- Exceptional customer service: Courteously and effectively, address inquiries about City transportation services and programs. Build and maintain relationships with City staff, non-profit organizations, and community groups.
- Community development: Identify potential partners and increase utilization and scheduling of CLT buses for the benefit of the community.

Education and Experience:

- Grade 12, plus two years of post secondary education and 2 years of experience in administrative work or an equivalent combination of education and experience
- Solid knowledge of computer skills: Microsoft Word, Excel, Outlook
- Knowledge of community resources
- Interpersonal and communication skills
- Minimum Class 5 Driver's License, Province of B.C.
- This position requires the incumbent to travel to various sites and/or offices.
- Successful applicant must pass a Police Information Check

Desired Qualifications:

- Knowledge of transportation regulations, National Safety Code, and laws
- Familiarity with the Metro Vancouver road network, local landmarks and points of interest
- Unrestricted Class 4 Driver's License, Province of B.C.
- Standard or Emergency First Aid & CPR
- Second language

Hours: 20 - 24 hours per week, hours and days of work will be set with the successful candidate

Salary: \$31.84 - \$35.83/hour plus benefits

Please Send Resume and Cover Letter to:
Tara Cook, Community Facilities Coordinator, Senior Services
c/o Minoru Centre for Active Living
7191 Granville Avenue, Richmond V6Y 1N9
Email: tcCook@richmond.ca – Subject: CLT Coordinator

Deadline for receiving applications is **Friday August 15, 2025 at 5pm.**

We thank all applicants for their interest. Only those candidates under further consideration will be contacted.