



# YMCA of Vincennes Job Description

**Position:** Program Coordinator, YMCA VanGo Public Transportation  
**FLSA Type:** Non-Exempt  
**Reports To:** Senior Center Director/Nola Davis

Function:

Oversees the county-wide transportation system YMCA VanGo, including staff supervision, budget management and planning. Ensures delivery of safe, reliable transportation service to the community.

Qualifications:

Bachelor’s degree and/or four years related experience. Requires experience in program development, staff leadership, and community collaboration. Requires ability to effectively communicate and ability to respond to emergency situations. Must have required certifications.

Major Job Activities:

1. Effectively leads transportation program, complying with all regulations and safety procedures.
2. Effectively recruits, trains, develops and leads staff and volunteers.
3. In conjunction with the Marketing Director, develops promotion plan to support an affordable fare transportation system.
4. Provides and maintains program statistics and reports, including weekly driver logs. Responsible for accurate and organized audit information.
5. Maintain all Drug and alcohol, physicals for new and ongoing staff.
6. Meets and Completes all regular annual reports.
7. Prepares quarterly vouchers and meets with commissioners for signatures.
8. Maintain procurement documentation for all purchases.
9. Prepares and sends out TAC agenda notices for meetings.
10. Prepares and sends and documents all bid sheets for services.
11. Ensure timely and accurate billing. Maintains Med waiver authorizations. Maintains contracts.
12. Assist VanGo Maintenance Coordinator with arranging vehicle repairs.
13. Monitors and evaluates the effectiveness of and participation in programs. Actively seeks input to make improvements. Updates routes, services and procedures based on feedback.
14. Develops effective relationships with service groups, community organizations and businesses to increase awareness of the Y mission and VanGo program.
15. Assists Director will all grants and audits.
16. Establishes new program activities and expands programs within the community in accordance with the Association strategic plan and program goals.
17. Ensures that program areas, equipment and supplies are maintained in a safe and orderly manner.
18. Attends all required trainings and meetings. Conducts public meetings for recommendations. Coordinates Transportation Commission meetings including agenda preparation, goal setting and keeping minutes.
19. Stays current in field, visiting other transportation systems for improvement and collaboration.
20. Provides staff support to the annual fundraising campaign.
21. Communicates in an effective and timely manner to all.
22. Supports Director and other departments with special events, activities and projects.
23. Fulfills any functions designated by the CEO for the betterment of the program and the ability of the YMCA of Vincennes to meet its mission.
24. Upholds all YMCA policies, procedures, standards and code of conduct.
25. Liaison for purpose of bus advertisement agency.

Effect on End Result:

This position ensures quality and financial soundness of YMCA programs to fully support the mission.

*I understand and accept that the above description represents my agreement as to the job to be performed.*

Signature \_\_\_\_\_

Date \_\_\_\_\_