

MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

DATE: 9/2/2026

DEPARTMENT: MUSKINGUM COUNTY CENTER FOR SENIORS

POSITION TITLE: TRANSPORTATION COORDINATOR

STATUS: FULL TIME (35-40 hours per week)
Monday through Friday
(Occasional weekends possible with Events)

SALARY RANGE: \$16.00 - \$18.00/per hour
(Based on Experience and Qualifications)

DEADLINE: Open Until Position Is Filled

QUALIFICATIONS:

- * Demonstrates regular attendance
- * Valid Ohio License
- * Pass all pre-employment screenings
- * High School Diploma or equivalent
- * Must be able to lift at least 50 lbs
- * CPR/First Aide certified preferred

BRIEF DESCRIPTION

The Transportation Coordinator oversees the daily operations and coordination of the Center's Transportation Department. Ensure drivers are meeting standards of operation and safety. Responsible for fleet maintenance. Train and assist staff on documentation of reports. Assists and covers schedule when staffing is needed. Works collaboratively with the Operations Director to support meal drivers and needs. Maintains and organizes documentation/reports of services and statistics of the transportation department.

Please submit both a Resume and Application either by mail, email, fax or in person to:

**Muskingum County Center for Seniors
Attn: Kate Paul
160 N. 4th Street
Zanesville, OH 43701
Fax: 740-454-3309
Email: srweaver@muskingumcounty.org**

The Muskingum County Center for Seniors is an Equal Opportunity Employer.

(Application is available at www.muskingumcountvoh.gov)