



“Community Transportation for Everyone”

Dispatcher

Does making a difference in the lives of people you’ve never met matter to you? Are you passionate about the needs of seniors, reducing our carbon footprint and improving the health and wellbeing of your community?

Stagecoach has been providing transportation to our community for more than 40 years. We seek a Dispatcher who is passionate about providing transportation to everyone and willing to go the extra mile to get our riders where they need to go.

Position Requires:

- Ability to multitask and focus in a fast-paced and sometimes noisy environment
- Strong attention to detail and ability to produce accurate work
- Working independently
- Strong customer service skills
- Ability to maintain a high level of confidentiality
- A positive attitude
- Ability to learn new software & experience with Microsoft Office Suite
- A high level of professionalism
- Sense of humor a plus

Responsibilities:

- Match client transportation requests with available vehicles and volunteers
- Providing information on STSI services
- Accurately input all client and trip data into computer system
- Respond to telephone requests for future transportation needs
- General office tasks

**Competitive salary and excellent benefits. Good working environment.
Employment contingent upon passing required background checks and pre-employment drug testing.**

Please submit resume via email to: gina@stagecoach-rides.org