

**HANCOCK COUNTY SENIOR SERVICES**  
**DISPATCH**  
**Part Time 20 to 25 hours per week**

Hancock County Senior Services/Hancock Area Rural Transit has a part time opening for a dispatcher for our transportation system. Dispatch has the responsibility for incoming calls and scheduling passenger trips and the cooperative working atmosphere of the transit staff.

We are looking for an individual who loves serving others, has excellent telephone skills, can adapt quickly to changing situations, and is adept and precise in their ability to correctly fill out forms and follow regulations. Ability to operate on an even keel is essential, as stress level of this position may vary from hour to hour.

**Duties include, but not limited to:**

Schedule client passenger trips; assign daily trips to drivers; open upcoming months as required in our scheduling software; assign drivers to vehicles and times; confirm facility trips; print next day's schedules; add & record additional drivers as needed

Assist Transit Operations Coordinator as needed, especially during times of reporting and other backup as needed

Complete transit revenue logs for each vehicle

Building good interoffice relationships is essential to ensure good system operations; exemplify and encourage excellent customer service among all staff

Maintain and set an example to all staff that internal and external office information confidentiality is critical to the operation of the system

Identify important tasks and complete other tasks as requested

Have a high school diploma or GED—post high school training helpful

Prior office and adequate computer experience.

Must have ability to work with other staff, seniors, and the general public

Have the ability to work independently, yet successfully collaborate with others

Pass pre-employment and maintain clean criminal record checks

Experience in dispatch would be a plus.

This position reports to the Transit Operations Coordinator. Benefits include a team work environment and earned Personal Time Off. Please note that we do not offer health insurance.

If you're up for a challenge and love seniors, we encourage you to apply.

Please send resume and cover letter to:  
Robert D. Long

Executive Director  
Hancock County Senior Services  
1870 Fields Boulevard  
Greenfield, Indiana 46140

Or email:

[boblong@hcssi.org](mailto:boblong@hcssi.org)

Hancock County Senior Services is an equal opportunity employer