



## TOWN OF GROTON

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Groton, Massachusetts 01450-1237  
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### Council on Aging Van Dispatch

The Town of Groton's Council on Aging Department is seeking qualified and dedicated applicants for a 15 hour/week Van Dispatch position. This position is responsible for providing scheduling for the COA Transportation program that provides an average of 400 rides per month to Groton Seniors and Disabled residents. The hourly rate ranges from \$21.87 to \$31.25 based on experience.

This position requires strong attention to detail, a willingness to get familiarized with the town of Groton and surrounding towns in order to complete ride booking effectively. Excellent communication skills when working with residents requesting rides and Groton Center van drivers. This position is responsible for submitting monthly ride reporting to both COA Director and Lowell Regional Transit Authority. As well as, managing The Groton Center's van line, returning ride requests in a timely manner and providing up to date schedules for van drivers; keeping track of van driver schedules on the departments calendar system and effectively communicating with van drivers to fill per diem ride requests.

To apply, please send a cover letter and resume to Human Resources Director, Town Hall, 173 Main St., Groton, MA 01450. Inquiries: (978) 448-1145 or e-mail to [humanresources@grotonma.gov](mailto:humanresources@grotonma.gov) A copy of the job description is available upon request.

**Deadline for resumes May 30, 2025**

***The Town of Groton is an Equal Opportunity Employer***