

# Employment Opportunity

## Community Bus Programmer

### Casual

Reporting to the Programs and Services Supervisor, the Community Bus Programmer is accountable for facilitating, promoting, and ensuring the planning and execution of bus-oriented programs tailored to seniors, youth and community members. This role entails planning, organization, and scheduling of programs while adhering to council-allocated budgets and demonstrating fiscal responsibility. Moreover, the Bus Programmer is tasked with the responsibility of coordinating outings with the community bus and facilitating access to essential services through transportation trips that align with community needs and provincial directives, fostering inclusive engagement and participation among participants.

#### Key Responsibilities:

- Coordinate and schedule bus outings and service access trips based on community needs and program objectives.
- Manage budget allocations for bus operations, including monitoring expenses, forecasting costs, and seeking funding opportunities such as grants.
- Evaluate program effectiveness through data analysis, client feedback, and regular performance reviews, implementing improvements as needed.
- Collaborate with Family & Community Support Services (FCSS) and Community Development staff to plan excursions and outings.
- Attend outings, if needed, on the bus to ensure the smooth coordination of the excursion.
- Cultivate relationships with local senior centers and community organizations to collaborate on program initiatives and bus excursions.
- Stay informed about relevant transportation regulations, policies, and guidelines to ensure program compliance.
- Maintain accurate records and documentation related to bus operations, including vehicle maintenance logs, trip schedules, and client information, to meet reporting requirements.
- Collect and analyze data on bus ridership, program utilization, and client demographics to assess program effectiveness and identify areas for improvement.
- Prepare regular reports, presentations, and dashboards summarizing key performance indicators.
- Promote bus services through outreach events, presentations, and networking opportunities to increase community awareness and participation.

#### Requirements:

- A certificate in Community Development, Social Work, Recreation Management, or a related field. *(Note: combinations and equivalencies of education and experience may be considered).*
- Demonstrated 3-5 years of experience in community development, group facilitation, and program and event planning. Municipal experience is an asset.
- Current First Aid and CPR certification is required.
- A Valid Class 5 Alberta Driver's License is required.
- Strong customer service skills, with the ability to courteously and effectively engage with the public, internal, and external customers, along with excellent written and interpersonal communication skills.
- Demonstrated practical experience or training in engaging with diverse populations, with a focus on seniors, is highly beneficial.
- Proficient skills with Microsoft Office Suite (i.e., Excel, Word, Outlook, etc.).
- A satisfactory Criminal Record Check including Vulnerable Sector and Drivers Abstract is a condition of employment.

**Compensation/Hours of Work:** Hourly rate of \$30.30 to \$36.18 per hour. Hours of work for this position are irregular and will vary by assignment.

**Application Deadline: Monday, April 29, 2024, at 12pm (noon).**

**Submit resume and cover letter quoting "Comp # 202415-CBP" to:**

Human Resources, Town of Morinville  
10125 100 Avenue, Morinville, AB T8R 1L6  
Email: [hr@morinville.ca](mailto:hr@morinville.ca) | Fax: 780-939-5633 | Web:  
[www.morinville.ca](http://www.morinville.ca)

*We thank all applicants for their interest; however, only those under consideration will be contacted.*

*The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.*