



Schedular/Dispatcher

KVCAP's Transportation Program has an opening in the Waterville office for a full-time Scheduler/Dispatcher. The person in this position uses dispatch software to prepare daily and weekly schedules for KV Van and Volunteer drivers to transport clients to various appointments.

Requirements: include one to two years of office experience; good computer knowledge and database experience in scheduling a plus. Knowledge of Kennebec and Somerset Counties and surrounding areas helpful; ability to read a map and dispatch clear directions; the ability to multi-task and work in a fast paced environment; have great interpersonal skills and a willingness to assist clients and work as a part of a team; ability to pass State Bureau of Investigation, Department of Health and Human Services, Department of Motor Vehicle, National Sex Offender Registry and Fraud background checks. Position is subject to (FTA) Federal Transit Administration drug and alcohol testing requirements.

KVCAP benefits include paid holidays, bi-weekly accrual of Paid Time Off, employer sponsored retirement plan, choices of health, dental/vision, life, and disability insurance options. Applications accepted until suitable candidate is found. Interested applicants please send cover letter and resume to:

KVCAP Human Resources
97 Water Street
Waterville, ME 04901

E-mail – lindas@kvcap.org

Equal Opportunity Employer