



KVCAP's Transportation Program has a full time opening for a **Scheduler/Dispatcher in Waterville.**

**Responsibilities:**

- Use dispatch software to assign trips and prepare daily trip manifests for drivers.
- Respond to client telephone calls.
- Perform a variety of office tasks including typing, filing, copying, and data entry.
- Communicate with drivers via two-way radio and/or cell phone in accurate, professional, and timely manner.
- Act as contact person for outside agencies requesting transportation.
- Will be responsible (on a rotating basis) to be on call after-hours as a contact for drivers and providers.

**Requirements:**

- One to two years office work involving customer service.
- Ability to read maps and give clear concise directions.
- Good interpersonal skills with willingness to help clients and coworkers in a fast paced environment.
- Ability to work as a team and multitask.
- Ability to pass DMV, State Bureau of Investigation, Department of Health & Human Services, Sex Offender Registry and fraud background checks. This position is subject to Federal Transit Administration (FTA) drug and alcohol testing program requirements. Proof of Covid-19 vaccination required.

**Preferred Requirements:**

- Previous experience in dispatching by telephone and/or two-way radio.
- Knowledge of Kennebec and Somerset Counties and surrounding areas.
- Familiarity in using computer data base or software for scheduling transportation.

**Benefits:**

- Generous bi-weekly accrual of Paid Time Off
- 12 Paid Holidays
- 403(b) with employer contribution
- Choices of Health, Dental, Vision, and Disability Insurance
- Starting pay is \$15.75/hour

Applications accepted until suitable candidate is found. Interested applicants please send cover letter and resume to:

Human Resources  
Kennebec Valley Community Action  
Program 101 Water St.  
Waterville, ME 04901  
Email: [emiller@kvcap.org](mailto:emiller@kvcap.org)

Equal Opportunity Employer