

**Position Title-** Client Transporter

**Purpose-** Harmony Hall Centre for Seniors empowers and connects Seniors 55+ in East Toronto. We are seeking individuals interested in volunteering for our Transportation Program. This involves driving seniors to medical appointments, the grocery store, to visit friends or family, and address other basic daily needs. Our drivers provide seniors with the transportation they need to maintain their independence and continue living at home. This is a great way to meet new people and support those in your community!

**Location-** 2 Gower Street, Toronto, ON

**Key Responsibilities-**

- Provide excellent customer service.
- Using Harmony Hall vehicles drive clients to designated destinations, ensuring their safe and punctual arrival, sometimes in conjunction with a client escort.
- Follow a route and schedule as assigned to transport disabled clients from pick-up point to various locations.
- Follow all policies, procedures and practices, and ensure that clients do the same.
- Ensure that the vehicle is clean and presentable to clients and the public..
- Follow all policies and procedures as required to maintain a healthy and safe working environment.
- Complete the appropriate screening and training.

**Responsible to-** Transportation Coordinator.

**Length of Appointment-** We are seeking volunteers willing to commit to a six month engagement. Volunteers will need to provide at least 8 hours of driving each month.

**Time Commitment** 4 or 8 hour volunteer shifts available Monday to Friday during business hours.

**Qualifications:**

- At least 10 years of driving experience.
- Safe driving record.
- Valid G class driver's license.
- Excellent communication skills.
- Superior interpersonal skills and excellent judgment.
- Able to work effectively in a multicultural environment.

**Required background check(s)/ References-** Volunteers will need to complete a vulnerable sector screening and an abstract. At least one reference will be needed for any volunteer applying.

To apply please contact us at [humanresources@call-a-service.com](mailto:humanresources@call-a-service.com).