



Hartland Senior Activity Center

Travel Coordinator – Part-time Job Description

JOB STATEMENT: This position will fulfill the following tasks, responsibilities, qualifications, and other assigned duties under the supervision of the Senior Center Director.

QUALIFICATIONS: Must be detailed oriented and possess strong organizational skills. Previous office experience helpful.

JOB DESCRIPTION: To plan and schedule senior center trips working with venues and bus companies.

ESSENTIAL JOB FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Research possible destination venues and restaurants for our older adult travelers.
2. Call venues to discuss pricing, discounts, menus, and accessibility concerns.
3. Call bus companies to schedule buses for trips.
4. Keep schedule of payment deadlines, final count due dates.
5. Submit invoices for payment to the Senior Center Director.
6. Make reminder phone calls to participants several days before the trip.
7. Provide Marketing and Events Coordinator with pertinent information for flyer creation and marketing purposes.
8. Meet monthly with travel committee to brainstorm new trip ideas.
9. Represent the Senior Center in a professional and positive manner.

All employees of the Hartland Senior Activity Center are expected to treat each customer, client, participant and member of the general public we meet with the utmost respect, dignity, care and concern.

Pay Rate: \$15 per hour based on qualifications
Hours: Part- time (1-2 days per week/5-10 hours)