



POSITION VACANCY ANNOUNCEMENT

Position: Transit Operator – Senior Center (PT)
Starting Salary: \$15.60/hour
Posting Date: June 15, 2026

Department: Senior Center
FLSA Status: Non-Exempt
Closing Date: June 29, 2026

Job Summary:

This position is responsible for providing transportation and assistance to Senior Center clients.

Major Duties:

- Operates a bus to transport patrons.
- Assists people on and off the bus.
- Assists seniors with needs upon arrival and departure such as carrying bags, groceries, unloading walkers and general tasks as they arise.
- Performs quick safety check of the vehicle including all lights, gas levels, and fluid levels.
- Reports any mechanical problem to supervisor.
- Assists with Meals on Wheels deliveries when necessary.
- Cleans, sweeps, and mops the bus.
- Unloads trucks of supplies and stores supplies.
- Prepares paperwork.
- Organizes cat and dog food.
- Performs other jobs as assigned by supervisor such as picking up mail and delivering bills.
- Performs other related duties as required for the efficient operations of the department.

Minimum Qualifications:

- Possession of a high school diploma or equivalent.
- One to two years of experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this job.

The successful candidate must complete a Background/Reference Check and Pre-Employment Drug Screening prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department,

Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.