



HURON COUNTY VETERAN SERVICE COMMISSION

HURON COUNTY VETERAN SERVICE OFFICE

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HURON COUNTY
**VETERAN SERVICE
OFFICE**

September 4, 2025

Job Title: Veteran Transportation Coordinator

Location: Huron County, Ohio

Employer: Huron County Veteran Service Commission

Job Type: Part-Time 20-25 Hours/Variable

Office Hours: 8-4:00PM

Job Summary:

Under the direction of the Executive Director, this role coordinates and provides transportation for veterans and/or their dependents to and from VA medical facilities and other approved destinations. Responsibilities include scheduling, maintaining vehicle logs, ensuring vehicle upkeep, and delivering courteous, confidential service to clients.

Minimum Qualifications:

- Honorably discharged veteran or the spouse, surviving spouse, child, or parent of a veteran.
- Valid Ohio driver's license with a clean driving record
- Strong interpersonal and communication skills
- Reliable, punctual, and able to work independently
- Basic reporting and documentation skills

Key Responsibilities:

- Serve as backup to transport veterans safely to scheduled appointments
- Maintain and inspect county vehicles
- Schedule and communicate transportation routes to drivers
- Log mileage, fuel, and time worked/create reports
- Refer alternate transportation as needed
- Attend Commission meetings and veteran-related events as required

How to Apply:

Email jhamilton@huroncountyvets.com for an application or apply in person at the Huron County Veteran Service Office. We will need your resume, cover letter, and DD214.

DEADLINE: September 19th, 2025. For more information, please reach out to Executive Director Jessica Hamilton.