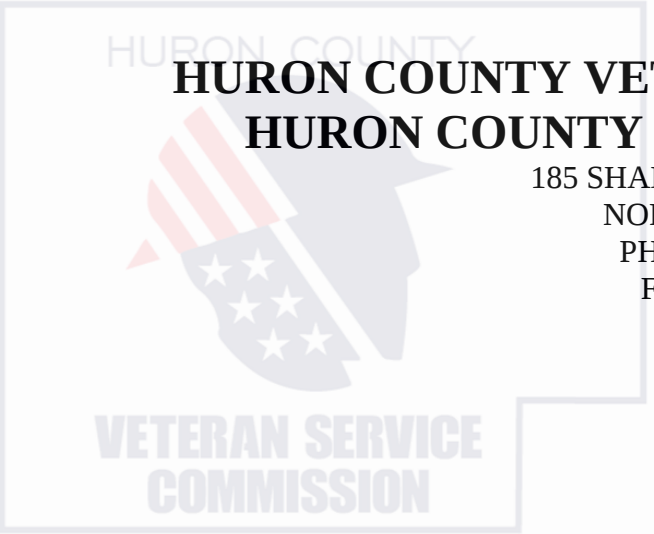




HURON COUNTY VETERAN SERVICE COMMISSION

HURON COUNTY VETERAN SERVICE OFFICE

185 SHADY LANE DRIVE SUITE C
NORWALK, OHIO 44857
PHONE (419) 668-4150
FAX (419) 663-6215

November 5, 2025

Job Title: Veteran Transportation Coordinator

Location: Huron County, Ohio

Employer: Huron County Veteran Service Commission

Job Type: Part-Time 20 Hours/Variable

Office Hours: 8:00AM-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 rides, maintaining vehicle logs, scheduling vehicle maintenance, 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/ability to pass a background investigation
- Strong interpersonal and communication skills
- Reliable, punctual, and able to work independently
- Basic reporting, documentation, and computer skills

Key Responsibilities:

- Serve as backup to transport veterans safely to scheduled appointments
- Schedule vehicle maintenance
- Schedule and communicate transportation routes to riders and drivers
- Create reports for vehicle maintenance, monthly rider reports, etc.
- 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: November 24, 2025. For more information, please reach out to Executive Director Jessica Hamilton.