

## Job Posting – Prairie Five RIDES Dispatcher/Office Worker

**Position:** Dispatcher/Office Worker  
**Reports To:** Office Manager  
**Location:** Montevideo  
**Status:** Full Time (Monday-Friday with rotating shifts from 645am to 5pm)

### Qualifications or Skills Required:

- High School graduate or equivalent, 2 years of college preferred or equivalent experience
- Familiarity with computers and office equipment
- Good oral and written communication skills
- Working knowledge of road maps
- Ability to establish and maintain effective working relationships with drivers, human service agencies and the general public
- Accuracy in data entry

### Responsibilities:

- Receiving transportation requests by phone, fax, and email
- Scheduling transportation requests on buses or volunteer drivers
- Use computer dispatching software
- Prepare daily trip manifests
- Data entry of records
- Considerable tact and courtesy when dealing with the general public, agencies, and drivers
- Other related duties as assigned

### Application Deadline: Open until filled

Interested applicants should forward resume with Prairie Five application to:

Prairie Five  
Human Resources Department  
P.O. Box 159  
Montevideo, MN 56265  
[HR@prairiefive.org](mailto:HR@prairiefive.org)

EOE/AA/ADA