

Volunteer Position Description

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| Position Title: | PrimeWise AARP Driver Safety Program Instructor |
| Position Type: | Non-patient Care or Service Personnel |
| Facility: | Edg ,Flo, Ft.T |
| Position Summary: | |
| The volunteer instructor actively organizes, promotes, and conducts AARP Driver Safety Program classroom courses in accordance with AARP National Office guidelines. | |
| Qualifications: | |
| <ul style="list-style-type: none"> • Demonstrated competence in helping older adults learning. • Commitment to the goals and priorities of AARP. • Ability to work well with diverse populations. | |
| Duties & Responsibilities: | |
| <ul style="list-style-type: none"> • Organizes courses through host and participant recruitment, pre-course preparation, scheduling, and arranging of classroom facilities. Actively recruits new hosts while maintaining current hosts. • Presents AARP Driver Safety Program courses in accordance with AARP National Office guidelines. • Conducts at least three courses annually. • Actively promotes courses among AARP chapters, RTA units, and other groups and organizations in the community faces on people age 50 or older. • Accepts teaching assignments from the Volunteer zone or district coordinator. • Recruits volunteer instructor candidates from course participants and other sources. • Attends workshops and other meetings as required. • Submits appropriate reports within 15 days after conclusion of each course to the National Office and to the supervisor. Provides other information to volunteer zone or district coordinator as requested. • Keeps volunteer zone or district coordinator informed regarding scheduling of new courses, host promotion, recruitment, and other program activities. • Recognizes the requirement to actively recruit and involve diverse populations to program activities. • Promotes AARP's priorities and goals. | |
| Key Accountabilities: | |
| <ul style="list-style-type: none"> • Keeps volunteer zone or district coordinator informed regarding scheduling of new courses, host promotion, recruitment, and other program activities. • Conducts at least three courses annually. • Submits appropriate reports within 15 days after conclusion of each course to the National Office and to the supervisor. Provides other information to volunteer zone or district coordinator as requested. | |
| Time Commitment: | |
| <ul style="list-style-type: none"> • One year with option by supervisor to renew as appropriate. | |
| Uniform: | |
| <ul style="list-style-type: none"> • Business casual | |

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