



Volunteer Driver Recruiter

Job Description

GENERAL DEFINITION OF WORK: This position employed by Aging Together, reports to the Executive Director while working with the Regional Transportation Collaborative to recruit and refer volunteer drivers for the senior transportation network and assists with other duties related to facilitation of transportation of seniors. The position works closely with Foothills Area Mobility System, the One-Call Center, and Rappahannock-Rapidan Community Services/Area Agency on Aging, VolTran, RappAtHome, LowLinc, and CareAVan programs.

Part-Time: 30 Hours per week

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Recruits and refers volunteer drivers for local volunteer driver programs.
- Determines ways to find potential volunteer drivers, helps refer applications for each of the unique programs.
- Participates in health fairs, senior fairs, civic clubs, churches, etc. to promote senior transportation options and the need for volunteers. Speaking engagements as possible to those groups.
- Works collaboratively with the volunteer driver programs to maintain up to date recruiting messaging and program details, and to attend desired outreach events with program specific materials.
- Works collaboratively with the Volunteer Recruitment and Retention Coordinator to plan outreach and refer volunteers to training.
- Acts as a member of the Aging Together team, supports administrative tasks, outreach, and other duties as needed.

KNOWLEDGE, SKILLS, ABILITIES: Preferably, knowledge of community resources and needs of seniors and/or caregivers. Working knowledge of MS Office; experience with website management, social media and development of flyers/posters is a plus. Knowledge of volunteer recruitment and interaction is preferable. Ability to communicate effectively in writing and orally is important. Proven ability to establish and maintain effective working relationships; self-starter and independent worker with outgoing personality is ideal.

EDUCATION AND EXPERIENCE: Any combination of education and experience equivalent to an associate's degree in a relevant field and volunteer recruitment and/or community organizing experience. Experience in a non-profit organization is a plus.

SPECIAL REQUIREMENTS: Significant local travel; possession of valid driver's license in Commonwealth of Virginia; background check will be done. Flexible hours, some weekends and evenings required. Some funding of the position is grant-dependent.