

Volunteer Driver Recruitment Specialist

Full-Time:

Contract 40 hours per week (*no benefits*).

\$25.00 Hourly Rate

March 2023 – September 2023

Flexible Schedule, some weekend work required for events.

Tele-work (Work from Home), limited office space if needed.

Cell Phone or Cell Credit provided.

Gas mileage reimbursed at state rate.

General Description:

Distribute volunteer driver recruitment information across the five-county region.

Attend local meetings as needed.

Set up informational/recruitment tables at all local events.

Explore unique strategies, projects, and campaigns to recruit volunteer drivers.

Plan and orchestrate small projects to reach potential volunteers.

Refer potential volunteers to appropriate programs.

General Definition of Work:

This position employed by Aging Together, reports to the Executive Director while working with the Regional Transportation Collaborative (RTC) to recruit and refer volunteer drivers for the senior transportation network and provides support in creating and holding recruitment mini-events/outreach.

The position works closely with the Regional Mobility Center, and Community Service Board, VolTran, RappAtHome, Hero's Bridge, LowLinc, and CareAVan programs, and other partner organizations.

Essential Functions/Typical Tasks:

- Working with the RTC team, determines ways to find/recruit potential volunteer drivers;
- Participates in health fairs, senior fairs, civic clubs, churches, etc. to promote senior transportation options and the need for volunteers.
- Reserves opportunities to speak/present to community groups/organizations.
- Refers/Uploads applications for each of the unique programs.
- Recruits and refers volunteer drivers for local volunteer driver programs.

- 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 RTC staff and other volunteer recruiter positions to plan outreach and refer volunteers to training in an efficient manner.
- Acts as a member of the Aging Together team, supports administrative tasks, outreach, and other duties as needed.
- Act as a collaborative member of the RTC, participating in projects/meetings, and supporting goals/objectives.
- Utilizes cloud database for reporting, referring inquiries, processing paperwork, tracking activities, and more as assigned.
- Represents the RTC on applicable boards and local community meetings.

KNOWLEDGE, SKILLS, ABILITIES: Knowledge of community resources and needs of older adults and/or persons with disabilities and caregivers. Working knowledge of MS Office. 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. Familiarity with community channels, local resources and organizations.

EDUCATION AND EXPERIENCE: Any combination of education and experience equivalent to an associate's degree in a relevant field and volunteer management / recruitment and/or community organizing experience. Experience in a non-profit organization is a plus. Ability to learn other simple computer applications. Ability to work with multiple organizations/personalities, work independently, manage time efficiently, work in a team environment, collaborate and communicate diplomatically, adapt to evolving needs and frequently changing information, and maintain a positive, problem-solving attitude towards work and challenges.

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. Funding of the position is grant-dependent.

Interested candidates should send a cover letter and resume to Ellen Phipps, Executive Director of Aging Together: ephipps@agingtogether.org