



## Volunteer Job Description

Volunteers are the backbone of South Grand Senior Ministry's programs. Without the help of our wonderful volunteers, we would never be able to accomplish the myriad of services that we provide to increase the quality of life for the older adult population in the greater St. Louis area.

### **Ready, Set, Go Transportation Program**

**Volunteer Position:** Transportation Coordinator

**Responsible to:** *Transportation VISTA-* Billy Farhat  
*VISTA Supervisor-* Elizabeth Roscano

**Purpose of Job:** To drive older adults (65+) to/from medical appointments when the need arises. To enable seniors that can no longer drive access to spiritual and health services.

#### **Description:**

- Check voice messaging system for messages from seniors requesting rides
- Connect seniors needing rides with appropriate volunteer drivers
- Maintain records of past rides, pending rides, registered drivers, and registered senior riders in the provided excel worksheets.
- Volunteer position should take ~ 1 hour per week

#### **Qualifications/Skills Needed:**

- Knowledge of geographic street system
- Able to receive phone calls from volunteer drivers
- Comfortable calling volunteer drivers and senior riders
- Organization skills
- Sensitivity to the needs of older adults
- Understanding of older adults who are sometimes confused, forgetful, and physically handicapped
- Computer skills and access to a computer including internet

**Screening Requirements-** Willing to complete and pass criminal record check

**Benefits Offered-** Volunteer Drivers Insurance

**Training (includes volunteer manual):**

- Attend general orientation session about all programs and detailed description of Ready, Set, Go Transportation Program
- Specific training on procedures
- Explanation of SGSM's volunteer insurance coverage
- Sensitivity to older adults

**Length of Commitment:** One Year

**Location:** Job can be completed from home

**Days and Times:** Voicemail should be checked at least four times a week.

**Confidentiality Statement:**

South Grand Senior Ministry volunteers are expected to keep information about individual people served by SGSM confidential from those outside SGSM and to share it internally only with staff also concerned with that individual

Volunteer \_\_\_\_\_

VISTA Supervisor \_\_\_\_\_