



## Volunteer Transportation Coordinator



### **Nature of Work:**

To coordinate and promote the senior volunteer transportation program; MyRide West TN. The Volunteer Transportation Coordinator will be the public face of the program and will be the main point of contact for both riders and drivers.

### **Illustrative Examples of Work:**

- Performs all duties and responsibilities of administering the Assisted Rides database
- Communicate with the director of the SWAAAD about status of the MyRide West TN program and any emerging issues or concerns
- Input all new rider and driver information in the Assisted Rides database
- Receive incoming calls and schedule rides for the MyRide Program
- Ensure all rides are covered and information in correct in the database
- Utilize best practices to recruit and retain volunteers for the MyRide West TN program
- Prepare rider and driver packets and mail to prospective clients upon request
- Prepare a monthly report to be submitted to the SWAAAD Director, Asst. Director and TN Commission on Aging and Disability
- Market and promote MyRide West TN at various community events, health fairs, etc.
- Create/update any marketing materials for the MyRide West TN program
- Schedule community outreach opportunities to assist with recruiting drivers
- Serve as the “back up” driver for any rides that are not covered
- Train any new volunteers that are recruited for the program

### **Minimum Job Requirements:**

Qualifications include:

- A High School Diploma; some college preferred
- Computer Knowledge
- Customer Service Skills
- Familiarity working with older adults
- Kind, friendly and outgoing personality
- Transportation and marketing skills considered a plus

### **Necessary Special Requirements:**

Physical requirements include the ability to lift up to 50 lbs.

Vehicle in clean, dependable condition.

Possession of a valid Tennessee Driver’s License and the ability to be insured at standard vehicle liability rates.

**Non-Exempt Position**

**Does not require a Company Cell Phone**