



*Vivalon is an equal opportunity employer and actively encourages applicants from diverse backgrounds to apply. We do not discriminate on the basis of age, race, gender, sexual and or ethnic identity or any other consideration made unlawful by federal, state, or local laws.*

## **Job Title: Coordinator, Volunteer Driver Program**

The Coordinator, Volunteer Driver Program is responsible for rider outreach, support for rider eligibility & trip requests, volunteer driver training monitoring rider & volunteer satisfaction, and other duties as required to ensure effective delivery of the CarePool, Assisted Transportation, and Non-Medical Transportation programs.

### **Essential Functions:**

#### **Rider Outreach**

- Plan for and perform outreach for riders at various locations across Marin
- Develop outreach materials needed to recruit riders
- Track and report on outreach efforts
- Utilize rider outreach to promote volunteer driving whenever possible

#### **Volunteer Driver Recruitment & Training**

- Coordinate with Vivalon Volunteer Services to recruit new drivers
- Track and report on volunteer recruitment & training efforts

#### **Volunteer Driver Tracking & Record Management**

- Monitor volunteer engagement
- Ensure all files and documentation is current for all volunteers
- Track and report on volunteer performance
- Review and respond to volunteer requests

#### **Rider Eligibility & Trip Requests**

- Support scheduling staff with rider eligibility & trip requests
- Track and report on rider eligibility & trip requests

#### **Rider & Volunteer Satisfaction**

- Perform rider & volunteer satisfaction calls
- Track and report on rider & volunteer satisfaction

**Qualifications:**

- Strong initiative and communication skills
- Excellent interpersonal communication skills and leadership skills
- Highly organized with demonstrated ability to manage time efficiently and resources efficiently
- Proficiency in Microsoft applications
- High school education or equivalent.

*Vivalon promotes the independence and well-being of older adults in Marin County.*

**How to Apply:**

Please follow the link to Vivalon.org

<https://vivalon.org/employment/employment-application/>