

Volunteer Job Description: Kibbitz & Ride Senior Driving Program

Work Location: As assigned in the Boca Raton, Delray Beach areas.

Purpose of the Position:

To transport and escort clients to medical appointments, shopping and other needs that cannot be met through existing transportation programs.

Responsibilities and Duties:

This program takes place weekdays, and as clients call with transportation needs, a dispatcher or the program coordinator contacts the volunteers to see if they are available on the day and time needed.

The day before, the volunteer contacts and confirms the pick-up time with the client.

Mileage can be reimbursed from the clients' home to the appointment and back to the clients' home. Accurate records must be kept and turned in monthly to the transportation coordinator.

Qualifications:

Reliability, flexibility, ability to relate to agency staff and senior clients, patience, friendly, able to follow instructions, can work independently. Clear MVR driving history, valid driver's license, documentation of at least \$100,000/300,000 bodily injury limits of insurance covering the driver and vehicle being used, pass car check.

Commitment Expected:

Abide by the Code of Ethics regarding confidentiality as described in the JFS Volunteer Handbook

Attend training/supervision meetings as scheduled

Please don't schedule trips with the client that aren't through JFS

Monetary gifts are not to be expected or accepted

Initial Training:

Agency volunteer orientation

Specific job training by transportation coordinator

Supervisor, Contact # and email:

Cyd Alderman

(561) 852-3290

cyda@ralesjfs.org

Paperwork to Receive:

Volunteer Application

Volunteer Handbook

Background Screening: Level 2 – Scanning Sites, Screening Form, Waiver

Vehicle Safety Check