



## **NATIONAL PROGRAMS VOLUNTEER DRIVER SAFETY PROGRAM INSTRUCTOR**

*"AARP believes that volunteer service is a unique and valuable contribution which benefits both the volunteer and society..."*

### **Position Function**

The Instructor actively promotes and organizes Driver Safety Program classes and conducts them in accordance with the guidelines of the national office.

### **Responsibilities**

- Presents the Driver Safety Program in accordance with the guidelines of the AARP national office.
- Actively promotes classes among AARP Chapters and RTA Units, and other groups and organizations in the community with persons 50 years or older.
- Organizes classes through active recruitment, pre-course preparation, scheduling, and arranging for classroom facilities.
- Accepts teaching assignments from the Assistant State Coordinator.
- Recruits Instructor candidates from among class participants, as well as other sources.
- Attends workshops and other meetings as required.
- Submits appropriate reports in a timely manner to the national office at the conclusion of each course. In addition, provides information to Assistant State Coordinator, as requested.
- Keeps Assistant State Coordinator informed regarding scheduling of new classes, sponsorship promotion, recruitment and other program activities.
- Involves diverse populations in program activities.
- Promotes the Association's priorities and goals.

### **Qualifications**

- Candidates must have demonstrated competence in helping older adults learn.
- Commitment to the goals and priorities of AARP.
- Ability to work well with diverse populations.

### **Term of Service and Length of Service**

- One (1) year with option by supervisor to renew as appropriate.



### **Training Required**

- Orientation to AARP.
- Driver Safety Program course completion
- Instructor training session and annual in-service workshops.

### **Travel Required**

State and local travel as necessary.

### **Appointed By**

AARP Assistant State Coordinator Driver Safety Program.

### **Supervisor**

AARP Assistant State Coordinator Driver Safety Program.

### **Progress Review**

The performance of the Instructor will be monitored on an ongoing basis. As appropriate, the Instructor and his/her supervisor will develop a work plan that will serve as the basis for the volunteer progress review.

### **Available Resources**

AARP will provide volunteer travel accident insurance and comprehensive general liability insurance while performing volunteer responsibilities. Expenses will be reimbursed in accordance with AARP policy.

*It is the policy of the Association that all AARP volunteers will receive equal opportunity and treatment throughout recruitment, appointment, training, and service. There will be no discrimination based on age, disabilities, gender, race, national or ethnic origin, religion, economic status, or sexual orientation.*

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