

**Driver for Jacob Garber Transportation Services**

***Volunteer Job Description***

**Purpose:** Help clients of Senior Services and other programs as necessary, get to medical and other essential appointments; for personal shopping.

**Duties:** May include any or all listed below:

* The driver will select assignment(s) through Ride Scheduler Software
* Will transport client to destination
* Driver can provide minimal assistance to client such as opening/closing door, folding/unfolding and placing walker in car, offering a hand in and out of car when necessary
* Driver does not physically lift a client

**Expectations:** All volunteers are expected to stay within the boundaries of their role, maintain client confidentiality, and abide by the policies stated in the JFCS Volunteer Handbook and Garber Driver Handbook.

**Time:** Each assignment takes approximately 0.5-1 hr. Drivers establish their own hours. The greatest need for drivers is Monday through Friday, between the hours of 8 a.m. and 3:30 p.m.

**Location:** Locations vary, and include Minneapolis and suburbs

**Training:** Volunteer will receive pre-job orientation to the agency and will be trained on basic safety procedures. In-service training offered as needed.

**Benefits:** Mileage reimbursement available upon request. Hours are flexible, with each volunteer determining what day(s) and hour(s) they are available to drive.

**Qualifications:** Interest and ability to work with elderly. Must have a car in safe working order and a good driving record. Must be able to provide minimal assistance to client such as opening/closing door, folding/unfolding and placing walker in car, offering a hand in and out of car when necessary. Must be comfortable using their cell phone, computer, and Ride Scheduler Software.

**Onboarding:** Dana Shapiro, Community & Volunteer Engagement Manager, 952-417-2112 or dshapiro@jfcsmpls.org

**Supervision:** Alex Botvinnik, Transportation Supervisor, 952-542-4829; abotvinnik@jfcsmpls.org

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