



Driver Safety Program CarFit/We Need to Talk (WNTT) Coordinator

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

Position Function

The CarFit/WNTT Coordinator has the primary responsibility for the CarFit and/or WNTT programs in the state as determined by the State Coordinator. This includes being the primary contact with the National Office, identifying new Event Coordinators (EC)/Technicians/Facilitators, supporting and encouraging existing EC/Facilitators to conduct events and seminars, working with the Marketing Specialist and others to encourage sponsors/hosts to offer a package of DSP Courses, CarFit Events and WNTT Seminars, and collaborating with AARP State Office staff.

Responsibilities

- Provides guidance and counsel to the State Coordinator on matters of these programs and relationship to the DSP classroom course.
- Identifies potential statewide sponsors/hosts including associations, corporations, social service agencies and organizations for the aging.
- Identifies state and community recourses (materials, hosts, etc) for the development of new volunteers and the programs statewide.
- Supervises AARP appointed EC, Technicians and Facilitators.
- Assist with activity reporting and data collection.
- Monitors the CarFit database for state volunteers.
- Responds to questions from the CarFit website.
- Works with the National Office on the budget, pre-approval of expenses and reimbursements
- Collaborates with AARP State Office staff, AAA, OT and other state sponsored volunteers and partners to enhance program activity.
- Actively seeks and involves diverse populations in program activities.
- Promotes AARP’s priorities and goals.
- Ensures potential EC, Technicians and Facilities are scheduled for training in a timely manner
- Promotes and if needed presents “We Need to Talk” presentations to groups throughout the state as needed.

Qualifications

- Eligible for membership in AARP.
- Ability to provide general oversight to program operations.

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- Commitment to the goals and priorities of AARP and DSP.
 - Demonstrated strategic thinking and planning abilities.
 - Strong skills in leadership, volunteer management, supervision and coaching of volunteers.
 - Ability to understand and work well with diverse populations.
 - CarFit and WNTT Program participation
 - Knowledge of computer applications

Term of Service and Length of Service

- Two (2) years with option by supervisor to renew as appropriate.

Training Required

- Orientation to AARP and Driver Safety Program

Travel Required

State and local travel as necessary.

Appointed By

AARP Driver Safety Program State Coordinator after consultation with other DSP volunteer leadership and AARP State Office Staff

Supervisor

AARP Driver Safety Program State Coordinator, Deputy SC or Marketing Specialist

Progress Review

The performance of the CarFit/WNTT Coordinator will be monitored on an ongoing basis.

Available Resources

AARP will provide volunteer travel accident insurance and commercial general liability insurance while performing volunteer responsibilities. Expenses will be reimbursed in accordance with existing AARP, Driver Safety Program policies, and CarFit and WNTT accounting guidance.

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, economic status, sex, national or ethnic origin, physical or mental abilities, race, sexual orientation, gender identity or religion.