

Volunteer Chief Trainer Position Description

AARP Driver Safety Program

The AARP Driver Safety Program is the nation's first and largest driver safety course designed especially for drivers age 50 and older to help people live more independently as they age. Since its inception in 1979, the program has helped millions of drivers stay safe. It covers defensive driving techniques, rules of the road, and normal changes in vision, hearing, and reaction time—including practical ways to compensate for these changes. In many states, course participants may be eligible for an auto insurance discount. The course is open to AARP members and non-members of all ages and is available in a classroom or online setting.

Position Function

The Volunteer Chief Trainer has Volunteer Instructor training responsibility, as determined by the State Coordinator. This includes scheduling of Instructor training sessions, issuing invitations to candidates, conducting training and making recommendations concerning appointments of Instructors. The Volunteer Chief Trainer has direct supervisory and operational responsibility for program Volunteer Trainers.

Responsibilities

- Recommends to the Volunteer State Coordinator an appropriate number of Volunteer Trainers, if any, for the state.
- Recruits, appoints, trains, supervises and re-appoints authorized Volunteer Trainers.
- Conducts training workshops for candidate Volunteer Instructors, except those delegated to Volunteer Trainers; evaluates trained candidates and makes recommendation on appointment as Instructors.
- Monitors Volunteer Trainer's training workshops, at least once a year, providing feedback to the Volunteer Trainer and State Coordinator (Volunteer Chief Trainers are themselves monitored at least once per year by the State Coordinator.)
- Carries out all other Volunteer Trainer responsibilities in states that do not have Volunteer Trainers.
- Should instruct and/or monitor at least one AARP Driver Safety Program course per year. This provides valuable insights on Volunteer Instructor needs.
- Involves diverse populations in program activities.
- Promotes the Association's priorities and goals.

Qualifications

- Eligible for membership in AARP.



- Served as a volunteer instructor or trainer for at least 1 year
- Ability to provide leadership to Instructor training and development throughout the state.
- Commitment to the goals and priorities of AARP.
- Ability to work well with diverse populations.
- Term of Service and Length of Service
- Two (2) years with option by supervisor to renew as appropriate.

Training Required

- Orientation to AARP Driver Safety Program
- Volunteer Chief Trainer orientation
- Program skills training

Travel Required

Regional, state and local travel as necessary.

Appointed By

AARP Driver Safety Program Volunteer State Coordinator

Supervisor

AARP Driver Safety Program Volunteer State Coordinator

Progress Review

The performance of the Volunteer Chief Trainer will be monitored on an ongoing basis. As appropriate, the Chief Trainer 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 commercial general liability insurance, while performing volunteer responsibilities. Expenses will be reimbursed in accordance with existing AARP and Driver Safety Program policies.

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.