

Volunteer Deputy State Coordinator 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 Deputy State Coordinator is responsible for performing duties defined by the Volunteer State Coordinator that will assist in creating a smooth running AARP Driver Safety Program organization in the state in his/her absence or temporary incapacitation. With the approval of the Volunteer Regional Coordinator, a Deputy State Coordinator may complete functions normally required of a State Coordinator. The Volunteer Deputy State Coordinator may serve as the manager of a specific geographic area as defined by the Volunteer State Coordinator. In large states, there could be multiple Volunteer Deputy State Coordinators. All states are limited to a maximum of four. In states where there are multiple Volunteer Deputy State Coordinators, the State Coordinator must clearly define roles, communication strategies and decision-making authority to prevent mishaps.

Responsibilities

- Assist in providing guidance and counsel to the Volunteer State Coordinator on matters of policy, future issues and general program development.
- Assists in the development and implementation of annual program goals and objectives for the state.
- Identifies weaknesses in the program network within the state and recommends and assists in implementing corrective action steps with the Volunteer State Coordinator.
- Plans and conducts meetings as requested by the Volunteer State Coordinator.
- Assist the Volunteer State Coordinator with communication efforts, program reporting and recognition activities in the state as requested.
- Supervises planning, promotion, coordination, implementation and evaluation of program in an assigned area in the state.
- Establishes relationships and serves as a liaison with agencies and institutions involved in issues affecting older drivers and highway safety in the state.
- Actively seeks and involves diverse populations in program activities.
- Promotes the priorities and goals of AARP and the AARP Driver Safety Program.

Qualifications

- Eligible for membership in AARP.



- Ability to provide general oversight to program operations.
- Commitment to the goals and priorities of AARP.
- Ability to work well with diverse populations.
- Demonstrated strategic thinking and planning abilities.
- Strong skills in leadership, volunteer management, supervision and coaching of staff and volunteers.

Term of Service and Length of Service

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

Training Required

- Orientation to the AARP Driver Safety Program
- Issue, skills and program training by the Volunteer State Coordinator as necessary.

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 Deputy State Coordinator will be monitored on an ongoing basis. As appropriate, the Volunteer Deputy State Coordinator 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 AARP 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.