

Volunteer District 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 district coordinator is the manager and leader of the AARP Driver Safety Program in the geographic section defined by the zone or state coordinator, with direct operational responsibility for program instructors.

Responsibilities

- Provides guidance and counsel to the volunteer state or zone coordinator on matters of policy, future issues, and general program development.
- Supervises planning, promotion, coordination, implementation, and evaluation of the program in the assigned district(s).
- Plans and conducts volunteer instructor workshops designed to meet local demand, provide training, solve problems, and build teamwork, with the objective of annually reaching every instructor in the district with training workshops.
- Seeks hosts for the program in the assigned district(s), utilizing promotional material provided by the National Office and locally prepared information.
- Coordinates scheduling of courses, meeting local demand, and optimizing utilization of instructors, materials, and facilities.
- Recruits volunteer instructor candidates, arranging for their training and mentoring.
- Conducts or arranges for candidates to participate in the Introduction to the AARP Driver Safety Program orientation.
- Ensures that a volunteer instructor mentor reviews initial course(s) taught by Volunteer instructor candidates and periodically monitors courses to provide feedback to instructors.
- Maintains ongoing communications with volunteer instructors, keeping them informed of program activities and events.
- Identifies sources of potential course participants, both within AARP and among outside organizations and groups.
- Attends and participates in meetings called by the state coordinator, deputy state coordinator, and zone coordinator.
- Identifies weaknesses in the program network within the district(s) and takes direct corrective action or other appropriate measures to ensure problems are resolved. Areas to

oversee include program promotion, volunteer recruitment and/or reassignment, and training or retraining.

- Reviews and approves volunteer instructors' or subordinates' Standard Activity Expense Statements and reviews a copy of instructors' Course Tuition Expense reports, as appropriate, for compliance with AARP policy.
- Actively seeks and involves diverse populations in program activities.
- Promotes AARP's priorities and goals.

Qualifications

- Eligible for membership in AARP.
- Preferably, at least one year of experience as an AARP Driver Safety Program volunteer instructor, having taught at least three courses.
- Ability to provide general oversight to program operations.
- Commitment to the goals and priorities of AARP.
- Ability to work well with diverse populations.

Term of Service

Two years with option by supervisor to renew as appropriate.

Training Required

- Orientation to AARP Driver Safety Program
- Leadership Training & Policy Guide

Travel Required

National, regional, state, and local travel as necessary.

Appointed By

AARP Driver Safety Program volunteer state or zone coordinator

Supervisor

AARP Driver Safety Program volunteer state coordinator, volunteer deputy state coordinator, or volunteer zone coordinator, as designated by the volunteer state coordinator.

Progress Review

The volunteer district coordinator's performance will be monitored on an ongoing basis. As appropriate, the district coordinator and his or her supervisor will develop a work plan to serve as the basis for the progress review.

Available Resources

AARP will provide volunteer travel accident insurance and commercial general liability insurance for the district coordinator while he or she is performing volunteer responsibilities. Expenses will be reimbursed in accordance with existing AARP and AARP Driver Safety Program Volunteer 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.