

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

A State Coordinator is the manager of a geographic area of the AARP Driver Safety Program in a state (depending on the size of the state, there may be more than one State Coordinator), with direct supervisory and operational responsibility for the Chief Trainer, Marketing Specialist(s), VMIS Data Manager(s), Deputy State Coordinators and Zone, District or Telephone Coordinators.

Responsibilities

- Provides guidance and counsel to the Regional Coordinator on matters of policy, future issues and general program development and attends Regional and National Conferences as necessary.
- Appoints the Chief Trainer, Marketing Specialist, Deputy State Coordinators, Zone or District Coordinators after concurrence by the Regional Coordinator.
- Supervises the Chief Trainer, Marketing Specialist(s), VMIS Data Manager(s), Deputy State Coordinators, Zone, District, or Telephone Coordinators.
- Supervises planning, promotion, coordination, implementation and evaluation of program activities in the state.
- Develops and implements annual program goals and objectives for the state.
- Provides direction, guidance, training and supervision to Chief Trainer, Marketing Specialist(s), VMIS Data Manager(s), Deputy State Coordinators, Zone, District, or Telephone Coordinators, as appropriate.
- Reviews for approval, expenses by the Chief Trainer, Marketing Specialist(s), VMIS Data Manager(s), Deputy State Coordinators, Zone, District, or Telephone Coordinators on the Standard Activity Expense Statement, as appropriate.
- Plans/ conducts state meetings with other program volunteers as appropriate, and may be called upon by the Regional Coordinator to assist with a regional meeting.
- Identifies opportunities for improvement in the program anywhere in the state, and takes corrective action, including program promotion, personnel recruitment, and/or reassignment, and training or retraining, as well as other appropriate measures to ensure problem resolution.
- Establishes and maintains a partnership with the AARP State President, Executive Council

Member for Community Service and state office staff to exchange information helpful to the promotion of the program and all AARP activities in the state.

- Establishes relationships and liaises 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 AARP's priorities and goals.

Qualifications

- Ability to use personal computer and successfully engage in electronic communication via e-mail and to use the national AARP Driver Safety Program website.
- Eligible for membership in AARP.
- Preferably have completed at least two years as a Driver Safety Program Instructor and taught at least 4 courses.
- Ability to set assigned area policy and provide general oversight to program operations.
- Commitment to the goals and priorities of AARP.
- Ability to work well with diverse populations.
- Strong skills in leadership, volunteer management, supervision and coaching of volunteers.

Term of Service and Length of Service

- Two (2) years with option by supervisor to renew as appropriate, for a total of 6 years.

Training Required

- Orientation to AARP and program skills training

Travel Required

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

Appointed By

- AARP State President, after concurrence with the AARP Driver Safety Program Regional Program Coordinator.

Supervisor

- AARP Driver Safety Program Regional Coordinator

Progress Review

The performance of the State Coordinator will be monitored on an ongoing basis. As appropriate, the 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 program and AARP 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.