

Volunteer Zone 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 Zone Coordinator is the manager of a geographic area of the AARP Driver Safety Program within a State, defined by the State Coordinator in consultation with the Regional Coordinator and national office. Zone Coordinators supervise and assist the District Coordinators in the assigned area, in those states requiring them. They may also supervise Telephone Coordinators, as assigned by the State.

Responsibilities

- Provides guidance and counsel to the State Coordinator/Deputy State Coordinator on matters of policy, future issues and general program development.
- Supervises planning, promotion, coordination, implementation and evaluation of program in the assigned zone.
- Appoints District Coordinators in states requiring them.
- Plans and conducts zone/district meetings with District Coordinators, and other program volunteers as appropriate.
- Identifies weaknesses in the program network in the assigned zone and recommends corrective action to the State Coordinator/Deputy State Coordinator, areas include program promotion, personnel recruitment, and reassignment of District Coordinators, when necessary.
- Assists the State Coordinator/Deputy State Coordinator in maintaining contact with organizations, agencies, and institutions in the field of aging related to driver and highway safety.
- Reviews and approves Instructors, or subordinates, Standard Expense Statements and Course Tuition and 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

- Preferably have been an Instructor for at least one year and taught at least 3 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.

Term of Service and Length of Service

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

Training Required

- Orientation to AARP.
- Coordinator Handbook Training.

Travel Required

Regional, state and local travel as necessary.

Appointed By

AARP Driver Safety Program State Coordinator

Supervisor

AARP Driver Safety Program State Coordinator/Deputy State Coordinator

Progress Review

The performance of the Zone Coordinator will be monitored on an ongoing basis. As appropriate, the Zone Coordinator and his/her supervisor will develop a work plan that will serve as the basis for the volunteer progress review.

Available Resources

The performance of the Zone Coordinator will be monitored on an ongoing basis. As appropriate, the Zone Coordinator and his/her supervisor will develop a work plan that will serve as the basis for the volunteer progress review.

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.