

## Driver for Jacob Garber Transportation Services

### *Volunteer Job Description*

<b>Purpose:</b>	Help clients of Senior Services and other programs as necessary, get to medical and other essential appointments; for personal shopping.
<b>Duties:</b>	<p><u>May include any or all listed below:</u></p> <ul style="list-style-type: none"><li>• The driver will select assignment(s) through Ride Scheduler Software</li><li>• Will transport client to destination</li><li>• Driver can provide minimal assistance to client such as opening/closing door, folding/unfolding and placing walker in car, offering a hand in and out of car when necessary</li><li>• Driver does not physically lift a client</li></ul>
<b>Expectations:</b>	All volunteers are expected to stay within the boundaries of their role, maintain client confidentiality, and abide by the policies stated in the JFCS Volunteer Handbook and Garber Driver Handbook.
<b>Time:</b>	Each assignment takes approximately 0.5-1 hr. Drivers establish their own hours. The greatest need for drivers is Monday - Friday, between 8 a.m. and 3:30 p.m.
<b>Location:</b>	Locations vary, and include Minneapolis and suburbs
<b>Training:</b>	Volunteer will receive pre-job orientation to the agency and will be trained on basic safety procedures. In-service training offered as needed.
<b>Benefits:</b>	Mileage reimbursement available upon request. Hours are flexible, with each volunteer determining what day(s) and hour(s) they are available to drive.
<b>Qualifications:</b>	Interest and ability to work with elderly. Must have a car in safe working order and a good driving record. Must be able to provide minimal assistance to client such as opening/closing door, folding/unfolding and placing walker in car, offering a hand in and out of car when necessary. Must be comfortable using their cell phone, computer, and Ride Scheduler Software.
<b>Onboarding:</b>	Dana Shapiro, Community & Volunteer Engagement Manager, 952-417-2112 or <a href="mailto:dshapiro@jfcsmpls.org">dshapiro@jfcsmpls.org</a>
<b>Supervision:</b>	Alex Botvinnik, Transportation Supervisor, 952-542-4829; <a href="mailto:abotvinnik@jfcsmpls.org">abotvinnik@jfcsmpls.org</a>