

COMMUNITY LINKS- Position Description

Position Title: Senior Transportation – Calgary and Airdrie

Purpose: Volunteers use their vehicles to transport seniors to and from medical specialist appointments on weekdays in Calgary. These seniors are unable to access alternate sources of transportation.

Duties and Responsibilities:

- To abide by Community Links Code of Conduct and Statement of Confidentiality.
- To treat clients, other volunteers and staff with respect and dignity.
- To call or email the Coordinator of Volunteer Services with volunteer hours and kilometers after each driving assignment has been completed.
- To inform supervisor in a timely manner concerning vacation, illness etc. that would require a substitute volunteer.
- To perform only those requests authorized by Community Links. Volunteers are insured through Community Links only while performing driving duties as outlined in the *Senior Transportation Driving Request Form*.
- To be prompt in keeping appointments and adhering to agreed upon schedules.
- To report as soon as possible any problems or concerns regarding a specific client or event.
- To provide a door to door service transporting senior clients to medical specialist appointments in Calgary and general medical appointments in Airdrie in a safe and lawful manner, including the use of seat belts for all passengers (including the driver).

Time Requirements:

- Assignments will vary in length.
- Volunteers always have the right to refuse assignments.

Orientation and Training:

- Orientation to Community Links
- Direction and support from the Coordinator of Volunteer Services

Benefits:

- Make a difference in your community
- Be part of a successful agency
- Feel the personal satisfaction of helping others
- Opportunity to become aware of social issues
- Meet new people

Skills, Qualifications and Eligibility Requirements:

- Volunteers must be 18 years of age or over.
- Volunteer must be reliable.
- Volunteer must possess good interpersonal skills.
- Volunteer must be compassionate, respectful, patient and sensitive to the needs of the elderly.
- Volunteer must complete a police information check every 3 years, a driver's abstract every 3 years, provide a copy of the pink insurance card and 2 references.
- Volunteer must have a valid class 5 driver's license and own a vehicle in good repair and have adequate liability insurance coverage (2 million)
- Volunteer must contact their insurance company and notify them of their volunteer driving activities.