



## Volunteer Position Description

### FACETS

<b>Location</b>	Various sites, some long distance driving requested
<b>Position Title</b>	<b>Volunteer Driver</b>
<b>Purpose</b>	Volunteers are needed to drive clients to and from doctor appointments, Life Skills classes, pantry pick-ups, field trips, and other scheduled events.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Respond to driving requests in a timely manner to schedule driving needs.</li> <li>• Willing to have name on on-call driver list.</li> <li>• Drive safely at all times.</li> <li>• Update van log after returning FACETS vehicle.</li> <li>• Report any damage to van while driving in a timely manner.</li> <li>• Record and submit volunteer hours.</li> </ul>
<b>Time Commitment</b>	On-going, on-call
<b>Supervisor</b>	Volunteer Manager
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Flexible schedule</li> <li>• Clean driving record</li> <li>• Valid Driver's license</li> <li>• Enjoys working with others</li> <li>• Ability to drive a 15-passenger van (no CDL required)</li> <li>• Must be age 21 or older</li> </ul>
<b>Training</b>	Will train driving 15 passenger van and review safety procedures
<b>Appointed by</b>	Volunteer Manager