

## Volunteer Instructor Mentor 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 Volunteer Instructor Mentor orients and provides administrative, teaching and other advice to AARP Driver Safety Program Instructor Candidates and Instructors.

### Responsibilities

- Supports assigned Volunteer Instructor Candidates by advising them on their teaching, host acquisition, promotion and course administration responsibilities.
- Helps Volunteer Instructor Candidates in teaching segments of a course (e.g., co-teach with the Volunteer Instructor Candidate or even help experienced Volunteer Instructors who need support/assistance).
- Provides constructive feedback to Volunteer Instructor Candidates or Volunteer Instructors in their zone/district.
- If the Volunteer District Coordinator or Trainer is not available, they may be asked to conduct the Introduction to the AARP Driver Safety Program Orientation.
- Serves as back up to the Volunteer Zone/District Coordinator as requested and aids Trainer or Zone/District Coordinator in conducting Instructor Workshops and providing skills training to Instructors when requested.
- Monitors and evaluates Volunteer Instructors as assigned by the Volunteer Zone/District Coordinator to gain valuable insights into Instructor needs.
- Actively seeks and involves diverse populations in program activities.

### Qualifications

- Eligible for membership in AARP.
- Experience as a Volunteer AARP Driver Safety Program Instructor and have taught at least 6 courses.
- Ability to advise new volunteers on how to conduct the Driver Safety Program course.
- Ability to work well with diverse populations.

### Term of Service and Length of Service

- The Volunteer Instructor Mentor is appointed by the Volunteer Zone/District Coordinator for 1 year with the option to renew year to year. A zone/district may have one or more Volunteer Instructor Mentors, as needed.



## **Training Required**

- Orientation to AARP
- Volunteer Instructor Mentor orientation provided by the Volunteer Zone/  
District Coordinator

## **Travel Required**

Local travel as necessary

## **Appointed By**

AARP Driver Safety Program Volunteer Zone/District Coordinator

## **Supervisor**

AARP Driver Safety Program Volunteer Zone/District Coordinator

## **Progress Review**

The performance of the Volunteer Instructor Mentor will be monitored on an ongoing basis. As appropriate, the Volunteer Instructor Mentor 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 volunteer 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.*