

Volunteer Instructor 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 actively organizes, promotes, and conducts AARP Driver Safety Program classroom courses in accordance with AARP National Office guidelines.

Responsibilities

- Organizes courses through host and participant recruitment, pre-course preparation, scheduling, and arranging of classroom facilities. Actively recruits new hosts while maintaining current hosts.
- Presents AARP Driver Safety Program courses in accordance with AARP National Office guidelines.
- Conducts at least three courses annually.
- Actively promotes courses among AARP chapters, RTA units, and other groups and organizations in the community focused on people age 50 or older.
- Accepts teaching assignments from the Volunteer zone or district coordinator.
- Recruits volunteer instructor candidates from course participants and other sources.
- Attends workshops and other meetings as required.
- Submits appropriate reports within 15 days after the conclusion of each course to the National Office and to the supervisor. Provides other information to volunteer zone or district coordinator as requested.
- Keeps volunteer zone or district coordinator informed regarding scheduling of new courses, host promotion, recruitment, and other program activities.
- Recognizes the requirement to actively recruit and involve diverse populations in program activities.
- Promotes AARP's priorities and goals.

Qualifications

- Demonstrated competence in helping older adults learn.
- Commitment to the goals and priorities of AARP.
- Ability to work well with diverse populations.

Term of Service and Length of Service

One year with option by supervisor to renew as appropriate.

Training Required

- Introduction to the AARP Driver Safety Program orientation.
- AARP Driver Safety Program Instructor Course and supervised teaching.
- Annual in-service workshops.

Travel Required

State and local travel as necessary.

Appointed By

Volunteer Zone or District Coordinator

Supervisor

Volunteer Zone or District Coordinator

Progress Review

The volunteer instructor's progress will be monitored on an ongoing basis. As appropriate, the instructor and his or her supervisor will establish a work plan to serve as the basis for the progress review.

Available Resources

AARP will provide volunteer travel accident insurance and commercial general liability insurance for the instructor while he or she is performing volunteer responsibilities. Expenses will be reimbursed in accordance with existing AARP and AARP Driver Safety Program 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.