

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

In partnership with the national AARP Driver Safety Program staff and in collaboration with other appropriate volunteers and staff, the Regional Coordinator (RC) is responsible for providing leadership and guidance to State Coordinators within the region. Using his or her understanding of the AARP Driver Safety Program's organizational structure, issues and priorities, the RC coaches, motivates and provides direction to State Coordinators and works with them to manage, promote, implement and evaluate the program within their state. The RC represents the National Office in this capacity.

Responsibilities

- Provides guidance and counsel to the National Office on matters of policy, future issues and general program development.
- Supervises the State Coordinator.
- Supervises planning, promoting, coordinating, implementing and evaluating program activities.
- Evaluates program activities for overall program effectiveness and stimulates general areas of program development.
- Identifies and recommends appointment of candidate to the State Coordinator Position.
- Reviews for approval the expenses submitted by the State Coordinators on the Standard Activity Expense Statement.
- Reviews for approval of all Chief Trainer, Marketing Specialist, Zone Coordinator, District Coordinator and Trainer appointments made by the State Coordinator.
- Plans and conducts meetings with State Coordinators and other volunteers as needed.
- Explores new sources of sponsors in conjunction with each State Coordinator.
- Establishes and maintains liaison with organizations, agencies, and institutions involved in the issue affecting older drivers, aging, and highway safety.
- Involves diverse populations in program activities.
- Promotes the Association's priorities and goals.

Qualifications

- Eligible for membership in AARP.
- Ability to provide general oversight to program operations.
- Commitment to the goals and priorities of AARP.
- Ability to understand and work well with diverse populations.
- Demonstrated strategic thinking and planning abilities.
- Strong skills in leadership, volunteer management, supervision and coaching of staff and volunteers.

Term of Service

Two (2) years with option by supervisor to renew twice not to exceed six (6) years.

Training Required

- Orientation to AARP
- Issue, skills and program training as necessary

Travel Required

National, regional and state travel as necessary.

Appointed By

Director, AARP Driver Safety Program

Supervisor

Director, AARP Driver Safety Program

Scope of Authority

Supervises AARP Driver Safety Program State Coordinators within the region.

Progress Review

The performance of the Regional Coordinator will be monitored on an ongoing basis by the Director of the AARP Driver Safety Program, according to policy guidelines. As appropriate, the Regional Coordinator and his/her supervisor will develop a work plan that will serve as the basis for the annual 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 existing AARP and AARP Driver Safety Program 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.