

Volunteer VMIS Data Manager 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 Management Information Systems (VMIS) Data Manager works with the Volunteer State Coordinator and is responsible for inputting and maintaining AARP Driver Safety Program volunteer records for the state in the AARP volunteer database.

Responsibilities

- Is trained for and serves as the point person for VMIS in the state.
- Enters volunteer data for new volunteers into the volunteer database using applications and personnel forms.
- Enters changes to volunteer data into the volunteer database.
- Produces and distributes state, zone and district rosters when requested.
- Participates in state meetings when requested by the Volunteer State Coordinator.
- Participates in conference calls when requested by the Volunteer State Coordinator or National Office.
- Maintains necessary records and files to support the administrative requirements of the VMIS Data Manager position, such as volunteer applications and personnel forms.
- Maintains communications with the Volunteer State Coordinator and other DSP leadership, as identified, and the National Office staff.
- Promotes the priorities and goals of AARP and the AARP Driver Safety Program.

Qualifications

- Must be trained by the National Office as a VMIS user.
- Must have a working knowledge of computers, email and the internet.
- Access to the internet with high speed connection.
- Experience with data entry, spread sheets and data manipulation.
- Ability to use MS Office (Word, Excel and PowerPoint).
- Ability to manage project details.
- Ability to understand and work well with diverse populations.
- Ability to work independently and with a team.



- Commitment to the goals and priorities of AARP and the AARP Driver Safety Program.

Term of Service and Length of Service

The Volunteer VMIS Data Manager is appointed for a one year term, contingent upon satisfactory annual review, and may be reappointed for subsequent one year terms.

Training Required

- Orientation to AARP DSP
- Training by the National Office in the Volunteer Management Information System.

Travel Required

National, regional, state and local travel as necessary.

Appointed By

The AARP Driver Safety Program Volunteer State Coordinator.

Supervisor

The AARP Driver Safety Program Volunteer State Coordinator.

Progress Review

The volunteer VMIS Data Manager's progress will be monitored on an ongoing basis. As appropriate, the VMIS Data Manager 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.