Mason County Senior Activities Center

Job Description

Van Driver

Purpose: To act as a representative of the Mason County Senior Activities Association by safely driving a small van or bus on day trips around western Washington and to support the Staff at the MCSAA Center. Volunteers are expected to act with integrity and maintain the confidentiality of information that they have access to.

This position requires a friendly, professional, detail- oriented person who is able to drive up to 14 people to and from a venue while communicating expectations and making sure that everyone returns to the Center safely. There is no CDL required but you must have a current WA driver’s license and a clean driving record in order to be listed on our Auto insurance as a driver.

Time: Hours and times can vary according to the business needs

Duties:

* Provide customer service using appropriate professional and friendly interpersonal skills.
* Ensure that the van is clean and safe before loading and that you have enough gas.
* Ensure that you understand the directions to the venue
* Remind those who are signed up for the trip to sign in on the Center’s Kiosk before leaving that “they are there for the trip”.
* Make sure you have signed in on the Center’s Kiosk as attending the Trip and for your volunteer hours.
* Ensure that the people who signed up for the trip are on the van before it leaves or that they have decided not to attend.
* Drive safely and obey the traffic laws
* Clearly communicate expectations before allowing people to disperse at the venue so that everyone understands when and where to meet for the return trip /next venue
* Be in charge of picking up or dispersing the tickets if group tickets were purchased
* Get a nice group picture to commemorate the trip if possible and send it to the Staff at the Center
* Be willing to be flexible and attend to the needs of the group. If the group is tired and wants to return early or wants to skip a step, work with them.
* Get gas if needed
* Return everyone safely to the Center
* Clean out the vehicle (if needed) and make sure that nothing was left in the Vehicle
* Report any problems with the vehicle to the Staff at the Center

 Revised October 06, 2015

sr