

Job Description for Caring Carroll Volunteers

Job Title: Volunteer, for Caring Carroll. We have volunteers who provide a variety of vital roles to support our organization, such as: driver, who transports care receivers or runs errands on behalf of care receivers; providing friendly monthly phone calls to check up on our care receivers; and helping with some of our fund-raising events and activities; or serving on some of the organization's committees.

Job location: You can be a volunteer in various settings.

All new volunteers who wish to support Caring Carroll meet with the Executive Director for an overview of the organization. A background check is required for each new volunteer, and we ask that the volunteer share some expense for that service. Volunteers may volunteer in more than one capacity.

Qualifications:

We have many opportunities to match the volunteer's skills and interests with the functions needed to support our organization.

Time Commitment: That will be determined by the volunteer. If you are unable to fulfill the commitment you signed up for, please notify the office as soon as possible so other arrangements can be made.

If you are unable to continue as a volunteer, please notify the office.

Training: The initial training is provided by the Executive Director. The training will include how to use the Assisted Rides web-based database, which is used by all volunteers to keep track of their volunteer hours. We encourage you to contact the office if you feel you need additional training, have questions, or wish to shadow another volunteer before committing to a certain task. We encourage you to stay up to date by reading all e-mails sent to you.

Description of Duties:

Driver: Utilizes the Assisted Rides database to see what rides/tasks are available.

Contacts the care receiver as soon as a ride/errand is assigned to you and then again right before the appointment.

Makes sure the care receiver can identify the volunteer by the ID badge, Caring Carroll apparel, or large magnet on the vehicle.

Provides care receiver with a "business card" so the care receiver can locate volunteer when appointment is completed.

Uses Assisted Rides database to document miles/time once the ride/task is completed.

Duties for Fund-Raising:

Help prepare for a fund-raising event or attend the event.

Record time spent on the event in the Assisted Rides database

Duties for Friendly Phone Calls:

The Executive Director will provide you with names and contact information for several care receivers to phone each month.

If there are concerns or a change in status from the last phone contact, please call the office to report this.

Document a short summary and time spent in the Assisted Rides database.

Duties for Caring Carroll Committees:

The following committees help support the work of Caring Carroll:

The Board of Directors

The Fund-Raising Committee

The Program Development Committee