JOB Announcement

**JOB TITLE:** Volunteer Driver Program Manager

Denver Regional Mobility and Access Council (DRMAC).

**STATUS:** Regular Full-Time (40 hours per week)/ Exempt

**REPORTS TO:** Executive Director, DRMAC

**SALARY:** $40,000 annual, non-negotiable; annual increase

DRMAC offers a competitive benefits and leave package

**DUE DATE:** ASAP

Denver Regional Mobility and Access Council, program of the Colorado Nonprofit Development Center.

DRMAC is the regional coordinating council for the 9 county Denver area with a vision of mobility and access for all. A project of the Colorado Nonprofit Development Center, DRMAC is funded in part by Developmental Pathways and Federal Transportation Authority (FTA) funds. This volunteer driver program will cover the counties of Arapahoe and Douglas in Colorado.

**POSITION SUMMARY:**

The Volunteer Driver Program Director provides professional staff support for a volunteer driver program that will serve persons with intellectual and developmental disabilities (I/DD) in Arapahoe and Douglas counties. The Program Manager’s responsibility will be to insure safe transport of this population by recruiting and training qualified drivers. The Manager will also develop and run the dispatch center.
ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Recruit, screen, interview and train new volunteers (Director will visit clubs, events, recreation centers e.g. Rotary’s to recruit drivers
- Develop weekly driver schedule
- Initiate and maintain scheduling-center
- Develop complaint process
- Respond to any complaints by driver or riders
- Recognize driver performances through driver appreciation events
- Evaluate volunteer driver performance
- Attend staff meeting and assist in the evaluation of program
- Develop and update volunteer driver handbook
- Participate in Douglas and Arapahoe LCCs as time permits
- Other duties as may be assigned by Executive Director
- Complete PASS Train the Trainer program

QUALIFICATIONS:

The Director should have the following skills and experience:

- Bachelor’s degree in social service-related field OR equivalent combination of education and experience
- Ability to communicate with, supervise, and empower volunteers to be effective in their roles—experience with volunteers preferred.
- Ability to work with the intellectual and developmentally disabled (I/DD) community
- Knowledge of transportation and scheduling
- Knowledge of the Americans with Disabilities Act and other local rules governing the transport of people with disabilities.
- Ability to share Passenger Service and Safety (PASS) training
Experience and knowledge in working with program services for the disabled and/or volunteers would be a plus.

Effective organizational skills, problem solving and written and oral communication skills; experience in Excel/reporting spreadsheets.

Valid driver's license, and will be required to pass a background check.

CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.

For more information on CNDC, please visit www.cndc.org.

**To Apply:** Please email a cover letter, resume, and the names and contact information for three professional references to: Kate Williams at kwilliams@drmac-co.org with a subject line: Volunteer Driver Program Manager.

Feel free to call with questions: 303-861-3711, ext 100.