

Volunteer Driver

POSITION DESCRIPTION



MISSION

Providing free services and supports to those affected by cancer.

PURPOSE

To provide transportation to and from cancer-related medical appointments for clients of CAP

ACCOUNTABILITY

Manager, Volunteer & Client Services

RESPONSIBILITIES

- Communicate with clients in advance of the appointments to confirm ride details
- Communicate any relevant updates regarding client to Drive Coordinator
- Pick up clients from their residence and transport to cancer-related medical appointments
- Pick up clients upon completion of their cancer-related medical appointments and return them to their residence
- Pick up and deliver equipment loans
- Communicate any program concerns or opportunities for improvement to the Manager, Volunteer & Client Services

EXPECTATIONS

- Follow all of CAP's policies and procedures
- Maintain a professional manner and appearance
- Meet timing deadlines when communicating with clients
- Maintain a reliable vehicle; clean, scent-free and in good repair
- Maintain active and responsive communication with the Drive Desk
- Provide feedback, share ideas and concerns

QUALIFICATIONS

- Strong interpersonal skills
- G class driver's license with at least 5 years driving experience
- Safe driving practices with safe driving history
- Carry \$2,000,000 liability coverage. (Proof required annually)
- Submission of a Criminal Record & Judicial Matters Check
- Personal cell phone with handsfree technology
- Ability to commit to at least one full day per week, Monday-Friday from 8:00am-6:00pm

BENEFITS

- Knowledge that you are breaking down barriers and creating access to cancer care for individuals living with cancer
- Meet and volunteer alongside an incredible team of compassionate men and women
- Mileage reimbursement 0.50¢/km (reviewed annually)