

**Title:** Orcas Door to Door Coordinator

**Reports to:** Lahari Board, specifically Lahari Board President

**Employment Category:** Contractor

**Compensation:** Part time, \$25/hour, 5 hours/week minimum.

**Qualifications:**

- Committed to the mission of helping our neighbors age on Orcas.
- Provide rides when no volunteer accepts a ride request
- Comfortable working with technology; word processing and spreadsheet skills and other computer tools including Verified Volunteers and Ride Scheduler platforms.
- Working knowledge of Wordpress to be able to maintain the Orcas Door to Door website.
- Excellent public speaking and presentation skills for the purpose of recruiting volunteers and promoting Orcas Door to Door membership.
- Current driver's license
- Working, safe and insured vehicle for transporting members

**Basic Responsibilities:**

To maintain this responsive and reliable volunteer assistive transportation service, the Orcas Door to Door Coordinator is responsible for the complete

operation of the program, including recruiting and retaining volunteer drivers, promoting and enrolling members in need of on-island rides, as well as participate in fundraising activities.

## **Duties:**

### Operations

- Enter ride requests in RideScheduler platform
- Provide rides if no driver can be found
- Create and present monthly operating reports to Lahari Board

### Volunteer Oversight

- Oversee volunteer onboarding process including vetting, interviews, background checks, and maintain contact info
- Complete training and orientation of volunteer drivers
- Organize quarterly volunteer pizza meetups to solicit volunteer feedback and improve volunteer retention
- Oversee volunteer recruitment campaigns including media coverage, press releases, marketing materials and contribute to social media/planning regarding volunteers
- Create and update support materials for Orcas Door to Door volunteer recruitment

### Rider Membership

- Respond to requests for program information

- Explain program rules and procedures to new members
- Maintain rider information in RideScheduler platform

### Outreach Duties

- Promote Orcas Door to Door volunteer opportunities and membership in the community, including community potlucks and speaking engagements, etc.
- Organize Orcas Door to Door promotional events
- Create and update support materials for Orcas Door to Door membership

### Fundraising

- Manage and maintain the program's donor list
- Participate with Lahari Board in community fundraising activities

### Work Environment:

- Flexible, at home or wherever access to a phone, preferably mobile and access to internet
- Coordinator will provide their own computing and communicating devices.