



**Cancer Assistance Program (CAP)
Volunteer Position Description**

Position	Driver – Drive & Ride Program
Role	To provide transportation to and from cancer-related medical appointments for clients of CAP.
Tasks	<ul style="list-style-type: none"> • Pick-up clients from their residence and transport to cancer-related medical appointments. <ul style="list-style-type: none"> ○ Pick-up may be anywhere in the greater Hamilton area. ○ Volunteers have the option of having their rides coordinated for a particular region(s) within the Hamilton area. • Upon completion of medical appointments, pick-up clients and return them to their residence. • Communicate with clients in advance of appointments to confirm ride details. • Provide Drive & Ride Coordinator with updates regarding client wellness and suitability for the program. • Communicate any program concerns or opportunities for program improvement to the Drive & Ride Coordinator and/or Coordinator of Volunteers. • An additional task, but optional/only if agreed to by the volunteer, is to pick up equipment loans or donations on the part of clients or donors unable to return or deliver the same to the office (this is not a common occurrence). If willing to take on this additional responsibility, but unable to lift equipment, the CAP Equipment Technician and Maintenance Person will accompany the driver and lift the equipment for transport.
Time Commitment	<p>Drivers are asked to commit:</p> <ul style="list-style-type: none"> • at least one day per week and • up to one year <p>Drivers are asked to provide self-selected hours of availability between 7:00am and 7:00pm.</p>
Requirements	<ul style="list-style-type: none"> • safe driving practices with safe driving history • reliable vehicle, clean, scent-free and in good repair • proof of motor vehicle insurance with \$2,000,000 third party liability coverage (NOTE: proof of insurance required annually) • personal cell phone in good working order with reliable reception

Initial Screening	<ul style="list-style-type: none"> • participation in a position-specific interview with the Coordinator of Volunteers and Executive Director • provision of two (2) character references • completion of a Vulnerable Sector Police Clearance
Training and Skill Development	<p>Mandatory orientation and training:</p> <ul style="list-style-type: none"> • agency orientation • position-specific training <p>Optional training opportunities are available throughout the year (3-4/year). Workshops may address such things as:</p> <ul style="list-style-type: none"> • cancer-related topics • communication and listening skills • grief and bereavement • self-care for volunteers • topics as requested by volunteers
Supervision	<p>Drivers report directly to the Drive & Ride Coordinator on a day-to-day basis and for issues related to their role. The Drive & Ride Coordinator is also a volunteer role.</p> <p>The Coordinator of Volunteers provides overall support and guidance to the volunteer program and takes the lead in addressing agency/policy related issues.</p> <p>If concerns exist with the Drive & Ride Coordinator and/or the Drive & Ride program, drivers are encouraged to address their concerns directly with the Drive & Ride Coordinator. If concerns have not been resolved following discussion with the Drive & Ride Coordinator, drivers should address their concerns with the Coordinator of Volunteers. If a driver's concerns are not resolved by speaking with the Coordinator of Volunteers, the driver should address his/her concerns with the Executive Director.</p>
Working Conditions	<p>Drivers spend the majority of the time in their vehicles.</p> <p>Drivers are encouraged to visit the CAP office after dropping clients off at their appointments, when appointments are at the Juravinski Cancer Center or Juravinski Hospital. Time at the office will provide drivers with the opportunity to meet and debrief with other drivers, become or remain connected to the organization, have easy access to restroom and kitchen facilities.</p> <p>Beverages and snacks are available, free of charge in the CAP office, for volunteers coming and going throughout the day.</p> <p style="text-align: center;">***CAP is a scent-free environment***</p>

Benefits	<p>Rewards</p> <ul style="list-style-type: none">• knowing that you are breaking down barriers and creating access to cancer care for individuals living with cancer• meeting and volunteering alongside an incredible group of compassionate men and women <p>Compensation</p> <ul style="list-style-type: none">• \$0.45 per kilometer• Reimbursement for any appointment related parking costs• Reimbursement for Vulnerable Sector Police Clearance
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