



## TRANSPORTATION VOLUNTEER POSITION DESCRIPTION

### **Purpose**

Caring for families with children who are ill or injured

### **Mission**

We provide essential services that remove barriers, strengthen families, and promote healing when children need healthcare.

### **Service Description**

Our 53-room House welcomes over 1000 families each year who come from all over the world to receive care at Cleveland's top-rated medical facilities. We need dedicated and reliable volunteer drivers to support our families, whether it's delivering meals and supplies to our Hospital-Based Programs or picking up donations and supplies.

### **Requirements for All Volunteer Positions**

- Be at least 18 years of age and pass a criminal background check
- Demonstrate a commitment to the RMHC NEO mission
- Be able to both take direction and work independently
- Maintain confidentiality regarding family information, be able to work effectively and sensitively with diverse populations, and maintain healthy boundaries (not take on families' troubles as one's own)

### **Required Tasks**

- Use House vehicles for pick-ups and deliveries (for example, delivering meals and supplies to hospital Family Rooms)
- Load and unload delivery vehicles
- Purchase (with House funds) gasoline or other House supplies, as directed by staff
- Future possibility: use House vehicles to transport families to pre-determined destinations, as requested by staff

### **Skills Needed**

- Must be at least 21 years of age and have a valid driver license and acceptable driving record
- Ability to drive safely and comply with House Motor Vehicle Policy
- Familiarity with local roads and routes
- Excellent interpersonal skills
- Physical needs: the ability to sit or stand for extended periods of time and lift 25 lbs.

### **Schedule and Commitment**

- One 3-hour shift per week, depending on House needs and volunteer availability
- Must be able to commit to 3 months of service minimum

### **Supervisor**

Facilities Director or supporting staff members