



Position Title: Shelter Support Volunteer- Client Transport Driver

Position Description: HSP seeks an experienced driver to assist in transporting residents to various medical and social service appointments. Many of our shelter residents lack access to reliable transportation. The volunteer will help to promote self sufficiency in our residents by ensuring their ability to fulfill scheduled obligations.

Supervisor: Joanna Waters **Supervisor Phone #:**410-386-6659

Responsibilities:

- Transport residents using HSP vehicle to medical appointments, social service appointments, job interviews, etc.
- Be punctual when scheduled for transport
- Document work hours in volunteer sign in book
- Document vehicle mileage and fuel level before and after completing transport
- Communicate with supervisor regarding availability and scheduling conflicts
- Provide at least 24 hours notice if unable to keep appointment
- Immediately report accidents or incidents to supervisor

Qualifications:

- Must be age 18 or older
- At least three years of driving experience
- Possess a valid driver's license without restrictions
- Current vehicle registration and liability insurance
- Able to effectively utilize smartphone GPS technology
- Excellent interpersonal communication skills
- Must be willing to undergo criminal background check
- Must be willing to undergo a driving history background check
- Able to maintain resident confidentiality at all times

Hours: Flexible depending on volunteer availability. Consult with supervisor for specific hours.

Compensation:This is an unpaid volunteer opportunity.

Work Location: HSP houses clients in several locations across the city of Westminster, MD. These locations are not accessible by public transit. Work location may vary by assignment. Volunteers must have access to reliable transportation.

Contact: volunteers@hspinc.org