



phone 858.492.4400 | www.alzsd.org
3635 Ruffin Road, Suite 300, San Diego, CA 92123

VITALZ Drives Volunteer Position Description

Time Requirements: Minimum 3 hours per month

Minimum Age Requirement: Must be 18 years old or older

Reports to: Social Programs & Volunteers Manager

Status: Unpaid

General Summary:

VITALZ volunteer drivers make Food Bank deliveries to and/or provide transportation for VITALZ clients to medical appointments, social gatherings, and other destinations, and may assist with grocery shopping. Volunteer drivers may choose one or all areas in which to assist, and this is a supplement to the social check-in calls VITALZ clients receive from phone-based VITALZ volunteers. VITALZ clients are individuals with dementia who live alone and rely on such critical supports.

Responsibilities:

- Follow policies and procedures set forth by Alzheimer's San Diego
- Maintain professionalism and reliability, recognizing volunteers represent Alzheimer's San Diego to the community
- Self-schedule using volunteer portal
- Provide either Food Bank deliveries to and/or transportation for VITALZ clients
- Food Bank deliveries: pick up food from Alzheimer's San Diego office and deliver to homes of clients (1-3 per shift on average)
- Transportation: pick up client from their home, drive to destination, and either wait and return client to home or leave client at location (depending on what type of service is requested)
- Be warm and friendly with the clients, reading their cues as to whether they would like to engage in conversation
- Perform responsibilities safely, adhering to all California driver laws
- Keep vehicle in safe, good working order



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- Report any changes in your driving record immediately
- Stay alert to changes in the condition of the client; notify staff immediately if there are any concerns or issues
- Have the ability to identify an emergency situation and know when to contact the proper authorities, such as 911 or Alzheimer's San Diego staff
- Submit volunteer report within 24 hours of service
- Regularly communicate with Alzheimer's San Diego staff

Skills & Qualifications:

- Have reliable, insured vehicle
- Clean DMV record and safe driving skills
- Must be able to follow map directions
- Caring, patient, and compassionate
- Ability to respond to an emergency situation without panic
- Experience working with persons with dementia a plus, but not required

Requirements & Training:

- Background screening and DMV check (Alzheimer's San Diego expense)
- Valid U.S. driver license + 2 years driving experience
- Current vehicle registration
- Current car insurance
- Complete paperwork
- Complete training program