**CWS NorCal**

**Transportation Volunteer**

Volunteer Job Title: Transportation Volunteer

Reports to: Directly to Volunteer Coordinator Program Case Manager

Division: Refugee Welcome Services

Department: Reception and Placement

Job Location: Walnut Creek, CA

Introduction: Church World Service (CWS) is a not-for-profit, faith-based organization transforming

communities around the globe through just and sustainable solutions to hunger, poverty, displacement and disaster. CWS does not discriminate on the basis of race, color, religion, sex, national origin, gender identity, genetic information, age, disability or veteran status in employment or in the provision of services.

Position Summary: Help transport refugees and immigrants to important appointments, trainings, government service facilities, refugee health screening clinics, job interviews, and classes.

Responsibilities:

* Receive request from CWS NorCal staff which will include the pickup location, appointment location, client name(s), and languages.
* Use a car to pick up the client at their home at least 30 minutes in advance to their appointment time.
* Double check that adults and children have their seat belts on properly. If you are transporting children, you will be required to check that they are properly buckled into their car/booster seat(s). Booster seats can be picked up at the NorCal office.
* Work with the client to double-check all paperwork is prepared for the appointment, if applicable.
* Drop off client at the appointment location.
* After the appointment, pick up the client and bring them back to their home and communicate with the Volunteer Coordinator on how it went.

Volunteers must:

* Review all policies and procedures provided by CWS NorCal staff.
* Report all volunteer hours and mileage to CWS NorCal staff.
* Complete all required training/onboarding prior to volunteering.

Time Commitment:

CWS NorCal staff will schedule transportation duties based on the volunteer’s availability.

Qualifications**:**

* Must be at least 18 years of age.
* Must complete all required training and onboarding requirements, including a background and driver’s record check.
* Must comply with all policies and procedures.
* Have an understanding and the ability to learn and work with people of diverse cultural backgrounds.

Training**:**

* Complete necessary agency orientation and training.
* Attend training specific for transportation and cultural competencies, as needed.

Location**:**

* Walnut Creek, CA
* Volunteers will meet directly with clients in the client’s home/apartment or at local office. Various locations around the community.
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Volunteer Name and Signature            Date                        CWS Staff Name and Signature       Date