



Transportation Assistant

Volunteer Position Description

Position & Responsibilities

Role Summary

Volunteer will be responsible for transporting residents safely and promptly from Tubman East in Maplewood to Sun Ray Shopping Center, using the Tubman van. Shuttle departure times from shelter will be 10:30am, 12:30pm, 3:30pm, and 5:30pm Monday-Friday.

Impact & Benefits

- Assist clients without their own transportation in getting their basic needs met
- Enable clients to connect in the community and have a positive impact on the quality of their lives

Position Responsibilities

- Drive shelter residents to and from the Sun Ray Shopping Center using the agency van
- Ensure cleanliness and functionality of van, communicating with staff and other volunteers if concerns arise
- Build positive, safe, and supportive relationships with clients

Qualifications & Expectations

Position Qualifications

- Have a valid driver's license, current insurance, and good driving record
- Clear communication, good decision-making and time-management skills
- Comfort with driving a van (no special license required)
- Ability to maintain confidentiality and appropriate professional boundaries
- Ability to work with diverse teams and clients to foster a culturally inclusive environment

Time Commitment & Availability

- Weekday availability; minimum commitment of one round trip per week

Supervision & Training

- Attend Tubman's Volunteer/Intern Orientation and Trainings
- Supervised by Shelter staff

Organization

For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. www.tubman.org

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.