



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 designated locations in the community including Sun Ray Shopping Center, using a Tubman vehicle.

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 designated locations as scheduled
- 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, good driving record, and be 21 or older
- 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

Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more. www.tubman.org

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.