

**I Ride Seeley Lake Volunteer Driver**

**Job Description**

**For more info, or to sign up, please contact**: Seeley Lake Community Foundation: [info@slcfmt.org](mailto:info@slcfmt.org) or 406-677-3506, or stop by the Foundation Building (3150 MT Hwy 83 N).

Position Title: I Ride Driver

Work Schedule: Part-time, 12 months/year

Pay Rate: Volunteer

Time commitment: Weekdays, variable (varies from 2-8 hours per ride)

Benefits: Knowing you’re making a difference helping people stay in the homes they love, and get access to important care! A $20 lunch stipend is provided for each trip to Missoula.

**General information:**

The I Ride Seeley Lake Medical Appointment Shuttle service (“I Ride Seeley Lake”) provides transportation to our seniors and adults with disabilities to medical appointments in Seeley Lake and Missoula. Over 1100 rides have been provided since 2017, thanks to our dedicated team of volunteer drivers. I Ride Seeley Lake is a program of the Seeley Lake Community Foundation. <https://www.seeleylakecommunityfoundation.org/iride>

The goal of the I Ride Seeley Lake program is to provide high-quality medical transportation options for those who have limited access to medical transportation services. Our primary objectives are to make the service safe, affordable and reliable.

This is a logistically complex program. Our drivers are often volunteering at least 2 hours per trip, although sometimes as many as 8 hours per trip. Each ride we provide is unique: each medical appointment takes a different amount of time and is in a different location, often with a different driver and/or rider. The number of rides provided fluctuates depending on demand—we don’t have a set route or a set schedule for trips, but instead work around the appointment schedules of riders. Caring for our aging and vulnerable community members in a safe manner, while juggling changing doctor’s appointments at facilities around the county, requires a lot of practicality, planning, and patience, and is complex!

Winter has consistently been our busiest time of the year for I Ride requests; during our snowy winters, driving can feel treacherous for many of our local seniors, and they rely even more on I Ride Seeley Lake. We would love for you to be available for at least a few hours each week to take requested rides, ideally year-round, but especially in the winter months.

We rely on email as the primary form of communication between dispatcher and drivers. Drivers are alerted about upcoming requests via email, and have remote access to view the schedule, which includes Google Maps to the rider’s home, and to the facility.

Background on the organization

The Seeley Lake Community Foundation is a locally driven and locally supported 501c3 nonprofit that strives to be a community resource and a catalyst for innovative approaches to improving the quality of life for this small, rural, unincorporated area. We’re often called upon to serve as a clearinghouse for knowledge of community needs and opportunities for this small unincorporated rural community. We also partner with local and regional groups as we act as a community resource to make great things happen in Seeley Lake! Our 5 program areas include ‘basic human needs’. A program like I Ride Seeley Lake was identified as a need by this community, so the SLCF took a leadership role in creating a solution for this basic human need. An important component of the mission of the SLCF is to improve the quality of life for the Seeley Lake area, and one of our goals is to be an innovative leader in creating solutions for this place. <https://www.seeleylakecommunityfoundation.org/>

The Seeley Lake Community Foundation is a 501c3 nonprofit that engages philanthropy, provides leadership, and enhances the quality of life and economic vitality of the Seeley Lake area.

**Scope of Work:**

This I Ride Driver position is responsible for safely transporting clients of the I Ride Seeley Lake program, as directed by the I Ride Dispatcher.

**General responsibilities include:**

1. Participating in a two-hour orientation to the I Ride Seeley Lake program
2. Safely transporting I Ride Seeley Lake clients to medical appoints, or other medical-related activities as directed by the Dispatcher.
3. Checking email several times per week to watch for ride requests; respond promptly with availability; keep track of details of upcoming rides.
4. Maintaining accurate logs of mileage, riders, etc.
5. Providing rides with minimal tardy arrivals and departures.
6. Conducting pre-trip inspections and reporting any needed maintenance to the Dispatcher.
7. Keeping vehicle fueled; washing vehicle in Missoula as needed.
8. This position reports directly to the Dispatcher.
9. Maintaining a clean driving record.
10. Holding a valid driver’s license.
11. Other duties as assigned.

**Desired qualifications:**

1. Ability to work independently, and with a variety of individuals
2. Strong knowledge of the Seeley Lake and Missoula area
3. Detail oriented, accurate, and organized
4. Driver’s license and clean driving record
5. Ability to communicate effectively with client base
6. Regular access to email