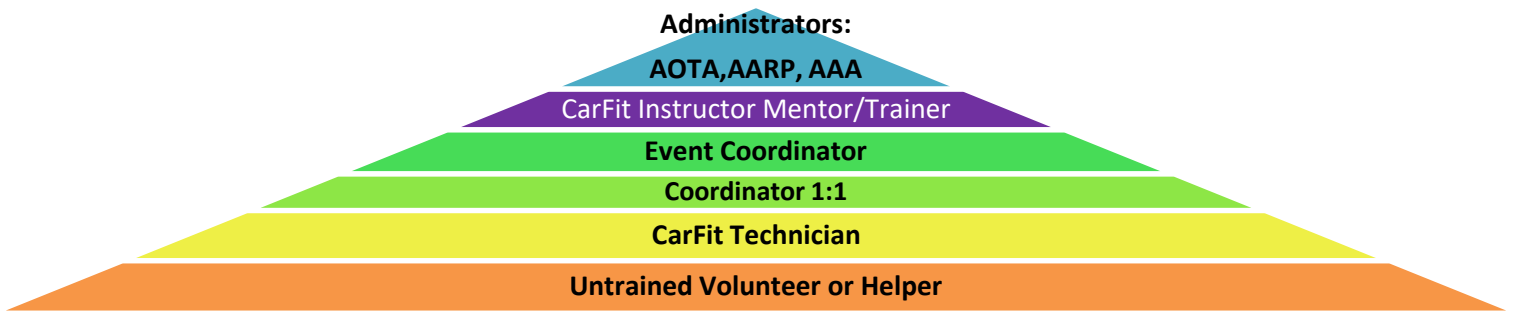


Role Descriptions in CarFit

Roles and responsibility within the CarFit program are structured to reflect the responsibilities of the position



Category	Role	Training	Comment
Administrator	Administer the program	Organization representatives	Manage website, policies, and procedures
Instructor (Mentor/Trainer) Senior leadership level	<ul style="list-style-type: none"> Trains both Event Coordinators and technicians Serves as both Event Coordinator & trainer at events Mentor Provides technical assistance 	<ul style="list-style-type: none"> Event management experience Demonstrated teaching ability 	<ul style="list-style-type: none"> Application and testimonial/reference for teaching observation required Approval process Minimal requirement of running three events prior to application Demonstrates understand of website and CarFit policies & procedures leadership ability with volunteers 2-year appointment with option of renewal by national partners/administrators
Event Coordinator Leader level	<ul style="list-style-type: none"> Plan & run events Maintains program quality & consistency Always physically present at an event Supervises all volunteers and functions of an event Trains technicians & provides on the job training for untrained volunteers 	<ul style="list-style-type: none"> 2–4-hour administrative training in addition to the Technician Training 	<ul style="list-style-type: none"> Requires prior CarFit or related experience. Demonstrates strong presentation skills Able to motivate & supervise others Commits to running a minimum of 1 CarFit event or three 1:1 checkup per year
Coordinator 1:1	<ul style="list-style-type: none"> Able to coordinate and conduct 1:1 checkup with drivers under remote supervision Procures required materials & information for each driver. Reports all activity on website 	<ul style="list-style-type: none"> Completes 1:1 training module, establishing supervisory role with Event Coordinator or Instructor 	<ul style="list-style-type: none"> Recommended participation in Technician role at a minimum of 1 event beyond training event prior to seeking 1:1 Coordinator training Remote supervision by assigned Event Coordinator (support, access CarFit checklists and resources including demonstration kit) Maintains at minimum annual contact with supervisor
Trained Technician	<ul style="list-style-type: none"> Able to conduct checkup with drivers at an event as lead with on-site supervision by EC 	<ul style="list-style-type: none"> 4-hour technician training, Lab & event participation required 	<ul style="list-style-type: none"> Wide array of background & experience levels
Untrained Helper	<ul style="list-style-type: none"> General volunteer Able to assist with various functions at event 	<ul style="list-style-type: none"> event day orientation to the program and requested tasks 	<ul style="list-style-type: none"> Supervised by Event Coordinator Build community awareness of CarFit Program