

CarFit Event Coordinator Role

About CarFit

CarFit is a national educational program supported by CAOT and CAA in Canada.

Event Coordinator Role

The CarFit Event Coordinator hosts CarFit events, manages the logistics of events, and provides training to volunteers and CarFit Technicians participating at the CarFit Event. A CarFit Event Coordinator is the team leader for any CarFit Event. As a CarFit Event Coordinator you are the host and manager of a CarFit event. Your duties include planning the event including its physical layout, training and supervising your volunteer team, and assisting at the event as required. Your team of volunteers includes CarFit Technicians, co-hosts, sponsors, and untrained volunteers. You may also have a role in promoting the event and you will be responsible for ensuring any required paperwork is completed and a final report on your event is submitted.

As a CarFit Event Coordinator you can also perform Technician Trainings, and CarFit 1:1.

Responsibilities

- Train CarFit Technicians in person.
- Lead and oversee CarFit events in your community. Plan and execute CarFit event in accordance with the CarFit program in Canada. Coordinate events with local partners, including CAA.
- Key event responsibilities include securing a date, location, volunteers, supplies and resources, as well as sponsorship.
- Oversee Technicians performing CarFit one on one.
- Find support from CarFit Instructors.
- Support other CarFit coordinators.
- Complete mandatory [reporting](#) on CarFit Event.
- Complete mandatory [publication](#) of CarFit Events if open to the public.
- Promote CarFit priorities and goals.
- Stay current about CarFit.
- Consult the Canadian and American CarFit websites for program updates and additional resources and information.
- Connect with local occupational therapists to support CarFit if you are not an OT.
- Become familiar with occupational therapy services and driving services and resources in your area.
- Become familiar with community resources that support driving “retirement,” such as grocery or pharmacy deliver services, public and private transportation options, driver refresher and driving safety programs.

- Note that CarFit does not endorse any one product, service or vendor, with the exception of CAA. CAA is a funder of CarFit in Canada, and CarFit supports CAA's programs, services and benefits.
- CarFit does share local resources and does allow sponsorship of CarFit events and permits sharing of promotional items in resources bags from businesses and organizations who support CarFit events.

Qualifications

- MUST have successfully completed CarFit Coordinator training and be listed as a CarFit Event Coordinator in the CarFit Database and/or with CAOT.
- Must have the physical and cognitive abilities to manage the duties at an Event.
- Must be able to demonstrate effective and respectful communication with participants and volunteers from all walks of life.
- Demonstrates good program organizational and problem-solving skills.
- Demonstrates good leadership skills and responsibilities.
- Demonstrates good presentation/facilitation skills for training.
- Must be a licensed driver.
- Must be 18 years of age or older.

Ongoing

Complete a yearly attestation that they completed a refresher training or volunteered at an in-person Event, and that they abide by the requirements and responsibilities of the program.

It is the responsibility of the CarFit volunteer to review the current CarFit materials for their role as a refresher prior to involvement in each CarFit Event of any type.

Available Resources

Visit the [Canadian CarFit website](#).

Visit the [American CarFit website](#).