



Geezer Pleezer On-site Coordinator

Co-coordinators:

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Job description: Some of the duties overlap with Pre-Fair coordinator.

Performs all necessary coordination between drivers and riders and makes sure that Drivers and Dispatcher/Staffers are available for all shifts. Has availability and flexibility to take on tasks such as driver and dispatcher as needed. (see job descriptions) Coordinate with Pre-Fair Geezer Coordinator to make transition between Pre-Fair and On-site shifts.

Benefits: Good feeling when helping folks get to where they need to go. Meet interesting people, hear Elder stories, make Elders happy, be involved with coordination and get satisfaction from assuring a smooth-running operation.

Qualifications: Valid driver's license, good people, communication and organizing skills. Ability to lead, schedule and coordinate drivers, dispatchers and others associated with operation of the Geezer Pleezer.

Equipment needed: phone, computer, internet access and transportation.

Total Hours: 40 more or less. Job starts Tuesday of Fair week and goes until Monday after Fair. First driving shifts are Tuesday afternoon Pre-Fair. There are also shifts Wednesday and Thursday shuttling Registration Folks.

How to get involved: Respond to a Call for Volunteers. Talk to the Geezer-Pleaser Pre-Fair Coordinator (Currently Jon Beer).

Specific tasks:

- Communicate with Pre-Fair Coordinator to verify Driver and Dispatcher schedules, acquiring golf cart, and discuss/resolve any outstanding issues remaining from Pre-Fair activities.
- Assure delivery of golf cart (either from vendor directly, or from OCF QM, depending on which procurement option was selected Pre-Fair.
- Be proficient in use of two-way radio for communications.
- Coordinate with Decorator (see Decorator job description) to get the Geezer decorated and assure decorations are removed and stored after the Fair.
- Coordinate with Elder Registration folks to schedule rides to/from their Registration shifts Wednesday and Thursday pre-Fair.
- Driver training: gather the drivers and dispatcher/staffers for training.
 - Take drivers on test drive
 - Emphasize slow driving not to exceed 5 mph

- Must be sober during their shift
- Go over the rules (see Geezer Pleezer rules)
- Explain the shift sign-in/sign-out procedure
- Provide instructions on how to use the radio
- Confirm drivers' shifts and post the schedule at Elder Central (white board)
- Make sure all drivers and staffers have the necessary maps and equipment.
- Keep schedules up to date on the white board and elsewhere.
- Set up a Ride Request board and encourage potential riders to use it.
- Verify that each driver will be available for their shift.
- Arrange for an on-call driver to be available on short notice to take a shift. Be prepared to take on a driving shift if necessary.
- Be a resource to Drivers and Dispatcher/Staffers
- If a Dispatcher/Staffer is unavailable, final responsibility for coordination between Elder Central and the driver rests with the Geezer on-site Coordinator.
- Make sure there is a secure way for Geezer keys and radio to be kept during off hours and Drivers know how to check in and out for their shift.
- Assure that the Geezer is being charged at night and during the lunch hour.
- Post Fair, gather signs and store for next year. (they may be stored with Elder Central supplies)
- Return the golf cart to rental agency or Fair Quartermaster (depending on where you got it).
- Report to Pre-Fair coordinator.

6/3/23