



PROGRAM:	Meals on Wheels
JOB TITLE:	Volunteer Coordinator
FLSA STATUS:	Non-Exempt
CLASSIFICATION:	Part-time (55 hours per pay period)
LAST UPDATED:	January 2023
REPORTS TO:	Social Services Director

GENERAL JOB SUMMARY: Coordinate volunteer service for delivery of Meals on Wheels.

RESPONSIBLE FOR: Oversee volunteers.

DUTIES:

1. Interview prospective volunteers and perform reference checks.
2. Provide procedural orientation and train new volunteers using the Volunteer Handbook and required agency forms.
3. Schedule volunteers for Meals on Wheels deliveries.
4. Maintain records regarding volunteers, including volunteer application forms, monthly reports, the volunteer computer database, and other data required by funding sources.
5. Function as a liaison between the volunteers and the Social Services Department.
6. Report any issues occurring during delivery or any potential concerns regarding volunteers to the Social Services Director.

RESPONSIBLE FOR: Meal Delivery.

DUTIES:

1. Insure volunteers are greeted daily by staff in a respectful and positive manner to promote smooth delivery.
2. Coordinate with the Social Services staff for timely daily Meals on Wheels route changes and staff route assignments.
3. Make meal deliveries as needed.

RESPONSIBLE FOR: Public Relations.

DUTIES:

1. Participate in the implementation of a plan for volunteer recruitment.
2. Make general volunteer recruitment presentations for the agency.
3. Keep agency staff informed of the current volunteer situation and future volunteer needs.



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RESPONSIBLE FOR: Staff supervision.

DUTIES:

1. Interview and make hiring recommendations for volunteer aides.
2. Train Volunteer Aides and perform annual performance reviews.

Performs other duties as assigned.

JOB SPECIFICATION: Requires good communication skills, the ability to work well with people and recruit volunteers. The use of a personal automobile and valid Kansas driver's license is required. Ability to perform physical requirements, including standing, walking, climbing steps, bending and carrying up to 30 lbs.

EDUCATION/EXPERIENCE: High School diploma required, college degree preferred. Volunteer experience and activities related to large scale volunteer functions is helpful.

Employee Signature: _____ Date: _____

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