



Volunteer Coordinator (Part-Time) Job Posting (October 3, 2017)

POSITION SUMMARY

Meals on Wheels by ACC (MoW) promotes the general welfare and enhances the quality of life for older adults in our community by identifying, developing, and providing culturally sensitive nutrition services and related activities. Under the supervision of the Home-Delivered Meals (HDM) Operations Manager, this position is responsible for utilizing program software to schedule, coordinate and support HDM Volunteer Drivers to successfully deliver hot and frozen meals. This is a part-time (non-exempt) position with a schedule of 20-24 hours per week. This position includes company benefits, i.e., health insurance, paid time off, holiday pay, sick pay and 403(b) Retirement Savings.

JOB RESPONSIBILITIES

- Coordinate and schedule HDM volunteers to cover designated hot and frozen meal delivery route assignments from multiple locations in Sacramento County.
- Develop positive working relationships and good communication with volunteer drivers to meet their volunteer expectations, availability and interest.
- Develop and disseminate the volunteer driver schedule weekly and provide timely updates so all routes have an assigned driver.
- Maintain driver information, schedules and records for program administrative purposes.
- Develop courteous and positive working relationships with MoW staff, volunteers and stakeholders at all times.
- Support HDM Volunteer Drivers in understanding HDM policies and procedures, as necessary, including new volunteer driver training, mileage reimbursements, and other tasks as agreed upon.
- Initiate and respond to volunteer driver matters using face-to-face, telephone and electronic messaging in a timely and professional manner.
- Demonstrate compliance with MoW policies, procedures and standards.
- Keep HDM Operations Manager informed of volunteer scheduling issues and pertinent matters.

POSITION REQUIREMENTS

- An Associate of Arts or higher degree, and at least two years of experience in an administrative office function preferred.
- Ability and experience in coordinating, supporting and evaluating volunteers.
- Possess strong inter-personal communication, skills and ability to work with program management, staff and volunteers. Ability to work well in a team environment.

- Ability to apply good customer service skills to develop cooperative working relationships with volunteers and staff when working under pressure.
- Proficient computer experience with intermediate knowledge of Microsoft Office Suite, including Word, Excel and Outlook. Experience in program database preferred.
- Must have a valid “class C” California Driver’s License and a good driving record. Must maintain driving record in good standing.
- ServSafe Certification or working knowledge of food safety and sanitation requirement preferred.
- Prior experience working with older adults preferred. Knowledge of the needs and issues related to the elderly preferred.
- Ability to read and understand street maps and use electronic navigation systems.
- Perform other tasks and duties as assigned.

PHYSICAL DEMANDS:

This position requires the person to be able to sit, stand, and walk. May require proper use and knowledge of body mechanics and safety mechanics. Work may involve bending from the waist, stooping, twisting, and lifting of objects not to exceed 35 pounds (except with the use of appropriate equipment). Compliance with all OSHA (Occupational Safety and Health Act) regulations is required.

TO APPLY:

Please send letter of interest and resume to Meals on Wheels by ACC, 7375 Park City Drive, Sacramento, CA 95831, ATTN: Kim Chavez, or email to Twaterford@accsv.org. Please visit www.mowsac.org for further information. All applications accepted until position is filled. Meals on Wheels by ACC is an Equal Opportunity Employer