

## Meals on Wheels Job Description

<b>Job Title:</b>	Community Engagement Coordinator	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	MOW – Community Engagement	<b>Position Type:</b>	Full-time
<b>Location:</b>		<b>Class:</b>	MOW
<b>Job Description</b>			
<p><b>General Role and Function:</b></p> <p>Responsible for the coordination and management of volunteer sites ensuring that meals are delivered effectively and efficiently to homebound clients. This position is responsible to the Director of Community Engagement. Will work Director of Community Engagement, Client Services and Driver Department to ensure best possible volunteer experience.</p>			
<p><b>Key Tasks and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Serve as the primary contact to volunteers by providing ongoing support and open lines of communication.</li> <li>• Develop and implement effective strategies and tactics to continually recruit volunteers necessary to support the growth of the program. Develop partnerships with local businesses, community entities and individuals.</li> <li>• Ensure all volunteers are trained and that all necessary documentation is maintained for each volunteer.</li> <li>• Maintain a current volunteer schedule and a current list of volunteers for each route.</li> <li>• Manage sites that do not have a coordinator and maintain the volunteer data and schedules for delivery. Recruit and place new volunteers as needed.</li> <li>• Be present and supportive of all special events.</li> <li>• Data entry into MOW Scheduler, Bloomerang, ServTracker, and Excel/Google spreadsheets, as appropriate.</li> <li>• Monitor route sheets monthly under the direction of the Director of Community Engagement.</li> <li>• Maintain time sheets and corresponding work activity logs for regular submission to supervisor.</li> </ul>			
<p><b>Qualifications and Education Requirements:</b></p> <ul style="list-style-type: none"> <li>• Outgoing and engaging people person</li> <li>• Bilingual in English/Spanish strongly preferred</li> <li>• Experience in public speaking and training</li> <li>• Experience in hospitality / customer service a plus</li> <li>• Excellent office administration skill with a knowledge of Microsoft Office programs</li> <li>• Strong verbal and written communication skills</li> <li>• Excellent time management skills</li> <li>• Must have reliable, personal vehicle and a valid Driver’s License, good driving record, and applicable insurance coverage required by the company policy</li> <li>• Must have a clean criminal background check. No crimes against other persons or property</li> </ul>			
<p><b>Physical requirements:</b></p> <ul style="list-style-type: none"> <li>• Have mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.</li> </ul>			

**Meals on Wheels  
Job Description**

- Works in a fast-paced and dynamic environment dealing with a wide variety of challenges and deadlines.
- Position requires travel to client's homes and will be subjected to changing temperatures and possible hazardous living condition such as poor housing and vermin.
- Be able to move freely in and out of vehicle and climb stairs as needed to complete client assessments.
- Able to occasionally lift up to twenty five (25) pounds to move office supplies or equipment.

Employee Signature:		Date:	
Supervisor/Director Signature:		Date:	