

Volunteer Coordinator

VOLUNTEER COORDINATION

- Recruit and train new volunteers
- Match volunteer to services needed
- Maintain current list of volunteers
- Complete volunteer background checks and verify insurance
- Establish and manage Volunteer Transportation Network

MEALS ON WHEELS

- Complete AGNES form with home delivered meal clients
- Maintain delivery information
- Follow up with home delivered meal clients if not home when meal delivered
- Client coordination: handle referrals from hospital and family members
- Create monthly sign-up sheet for MOW volunteers

GENERAL DUTIES

- Greet people and answer phones
- Work with the Activities Coordinator for monthly volunteer needs updates
- Organize monthly volunteer appreciation
- Organize an annual volunteer appreciation dinner
- Other duties as assigned by the Assistant Director or Executive Director