

Job Description

Home-Delivered Meals Coordinator

Overall Duties

Full-time position reporting to the Executive Director. The Coordinator works closely with the part-time Program Assistant to achieve the goals and objectives of the Home-Delivered Meals Program. In this position, candidate must be self-directed and possess excellent time management skills.

Overall Responsibilities

1. Manage the day-to-day responsibilities of the Home-Delivered Meals Program including ordering meals, closing out daily meal counts, reconciling monthly meal counts, closing out monthly units and reporting to the Data Manager in a timely manner. Coordinate meal delivery for 30+client routes. Deliver open routes when necessary or assign Program Assistant to deliver.
2. Volunteer management of the Home-Delivered Meals Program including volunteer recruitment, scheduling and training. This position processes volunteer applications and background checks. Maintain the volunteer database ensuring all volunteer information is accurate and up-to-date including personal information and volunteer status.
3. On a daily basis, voice mail and email messages must be checked in a timely fashion to determine if routes are down. Coordinator contacts volunteers to see if they can fill in open routes; makes changes to the route sheets, copies and sends updates to appropriate sites.
4. Work closely with Transportation Coordinator and Case Managers to coordinate clients' needs.
5. Organize and implement holiday meal deliveries and coordinate Christmas Day meal and gift delivery.
6. Attend meetings, health fairs and/or speaking engagements as required.
7. Other duties as assigned.

Qualifications

1. Experience in working with the elderly population.
2. Minimum high school diploma, 2-year degree preferred. Social work degree a plus.
3. Excellent interpersonal skills.

4. Detail oriented.
5. Excellent communication skills.
6. Computer skills and knowledge of Microsoft office (Word, Excel, PowerPoint, Access).
7. Fluent in Spanish a plus.