



Meals For The Elderly

Delivering to the Homebound since 1974

310 E. Houston Harte • San Angelo, TX 76903 • (325) 655-9200 • www.MealsForTheElderly.org

JOB DESCRIPTION

Title: Volunteer Coordinator

1. POSITION DESCRIPTION:

Meals For The Elderly is currently seeking a part time Volunteer Coordinator to assist within the Volunteer department. Primary responsibilities will focus on assisting the Volunteer Director with scheduling volunteers, entering data into the volunteer system and delivering meals if necessary.

2. RESPONSIBILITIES:

- 1) Assist the Volunteer Director with scheduling any needed volunteers during the week.
- 2) Maintaining accurate volunteer records within the volunteer database.
- 3) Making any necessary meal distribution preparations prior to volunteers arriving.
- 4) Assist with the onboarding of new volunteers when necessary.
- 5) Answering phones and handling questions that may come in.
- 6) Provide exceptional customer service.
- 7) Delivering meals when necessary.
- 8) Other duties as assigned.

3. QUALIFICATIONS:

- 1) High school diploma or GED
- 2) Excellent oral and written communication skills
- 3) Detail oriented and organized with great attention to detail
- 4) Excellent record keeping abilities
- 5) Proficient in Microsoft Office (Word, Excel, and Outlook).
- 6) Ability to think independently and prioritize tasks
- 7) Strong computer and keyboarding skills

For additional information regarding the position please contact Kelly Usry, Volunteer Director at volunteer@sameals.org