



TITLE: VOLUNTEER COORDINATOR
DEPARTMENT: OPERATIONS
POSITION TYPE: Part Time, Hourly
WORKDAYS/HOURS: Monday - Friday, 9:00 – 2:00
LOCATION: 111 S. 2nd St. Conroe, TX 77301
SUPERVISES: N/A
REPORTS TO: Volunteer Relations Manager

SUMMARY:

The Meals on Wheels Montgomery County (MOWMC) Volunteer Coordinator is responsible for oversight of the community volunteers associated with Meals on Wheels volunteer programs.

DUTIES AND RESPONSIBILITIES:

- 1) Monitors volunteers in a variety of duties throughout all the agency's programs.
- 2) Maintains the volunteer database.
- 3) Attends training and staff development meetings to comply with state and federal regulations, and to stay informed about available services, programs and resources; and to maintain current knowledge of regulations.
- 4) Assists as needed at fundraising events and miscellaneous projects as needed.
- 5) Assists with volunteer activities, groups, and meetings.
- 6) Delivers meals on routes not covered by volunteers as needed.
- 7) Completes required training courses and attend staff meetings to stay informed about policies, regulations, and current activities of the organization.
- 8) Completes all other duties as assigned.

EMPLOYMENT STANDARDS

- Requires a high school diploma or the completion of the G.E.D.
- Requires the ability to use office equipment, computer, printer, copy machine, phone, and fax machine.
- Requires long periods of standing, sitting and lifting.
- Adheres to MOWMC Policy and Procedures.
- Requires excellent communication skills and the ability to work positively with seniors, staff members, visitors, volunteers, community leaders and the public.
- Requires a valid Texas Driver's License, Pass Drug Testing, Pass Background check.

NOTE

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. All jobs are subject to change.