

# WILLIAMSBURG AREA MEALS ON WHEELS

P.O. Box 709  
Williamsburg, VA 23187  
Phone (757) 229-9250 Fax (757) 229-9251  
www.wmbgmealsonwheels.com

## **Williamsburg Area Meals On Wheels Volunteer Coordinator Job Description**

### **Meals on Wheels Program Description:**

Meals on Wheels provides nutritious meals and daily contact from a dedicated staff of volunteers. The program supports independence while promoting the social, physical, and emotional well-being of seniors. The program consists of an outreach staff and volunteer drivers who deliver meals to home bound seniors on specified routes Monday through Friday.

### **Scope of Work:**

The Meals on Wheels (MOW) Volunteer Coordinator is responsible for ensuring daily meal routes are covered by volunteer drivers. This position interacts with clients, staff and volunteers on the phone and in person.

This part-time position that reports to the Meals on Wheels Program Chief of Staff. The position is 20 to 24 hours per week, Monday through Friday, 8:00 AM to 12:00 (12:30) PM and is located at The Williamsburg Indoor Sports Complex (WISC) office at 5700 Warhill Trail, Williamsburg, VA 23188.

### **Duties and Responsibilities:**

- Manage driver volunteer schedule
  - Assign drivers based on their availability and schedule
  - Communicate schedules on a weekly and monthly basis
- Ensure all routes for current day are filled with substitute volunteers as needed
- Check voicemail and driver schedule for same-day or future cancellations and process changes
- Maintain a strong relationship with volunteer drivers
- Recruit for driver volunteers as needed
- Coordinate and conduct New Volunteer Driver Orientations
- Set up ride-along for new volunteer drivers when needed
  - Ensure all new volunteer drivers are entered into database
  - Ensure all required volunteer driver forms are secure
- Accurate entry of volunteer data into custom Meals on Wheels database
- Ensure route sheets are current and up-to-date
- Answer phone calls from volunteers and clients and log calls accurately
- Assist and act as back-up for other office tasks

### **Job Skills Required:**

- Detail orientated, reliable, punctual and independent
- Database experience and competency with Microsoft Word, Excel and Gmail
- Manual typing/data entry
- Excellent communication skills both verbal and written

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- Excellent organizational skills
- Excellent phone manner
- Professional appearance
- Valid VA Driver's License, proof of auto insurance and reliable transportation
- Sensitive to the needs of older adults
- Must be able to lift 25 pounds
- Availability of a GPS and ability to operate it

To apply please send resume and cover letter to [volunteerwithmow@gmail.com](mailto:volunteerwithmow@gmail.com).