



Meals on Wheels Coordinator
Temporary - Part Time / 20 hours per week
Monday to Thursday, Excluding Statutory Holidays
September 15, 2022 – January 15, 2023
****Primarily remote work, with some travel.***

Position Summary:

Coordination and delivery of hot meal program to eligible clients with the support of volunteer drivers/runners drawn from community service organizations, churches, clubs and the community at large.

This Program is deemed an essential service.

Qualifications:

Education, Training and Experience:

- Diploma in Volunteer/Human Resources Administration or related field.
- Related experience in Volunteer/Human Resources Administration and/or program coordination in the non-profit sector.

Job Skills and Ability:

- Must be people oriented, outgoing, dynamic and resourceful.
- Must be team oriented with working knowledge of service area.
- Experience working with seniors.
- Experience managing volunteers.
- Understanding of financial accounts receivable.
- Excellent communication, organizational and problem solving skills.
- Ability to keep accurate records and carry out the duties of the position with independence.
- Valid driver's license and reliable vehicle with appropriate insurance.

Key Duties and Responsibilities:

1. To respond to inquiries with information regarding the program.
2. To respond to requests for meal service by confirming eligibility and payment arrangements in advance of the commencement of service.
3. To submit to the meal provider accurate and timely information on total numbers of meals and meal choices on a monthly basis.
4. To carry out administrative work accurately and efficiently, including maintenance of a client data base, tracking volunteer hours, and submitting monthly quarterly and annual reports as required. Working knowledge of Microsoft Excel required.
5. Report activity monthly to the Finance Department for invoicing.
6. Responsible for reconciling all payments made. To collect outstanding accounts as necessary.
7. To arrange supervision of meal distribution for delivery by volunteers.
8. To recruit, screen, orient, schedule, monitor, evaluate and recognize volunteers.
9. To maintain confidentiality with respect to work with clients, volunteers and CCS personnel.
10. To provide ongoing evaluation, assessment of the services, maintain contact with the clients, and propose program innovations as necessary.

11. To liaise on a regular basis with Senior Services Coordinator.
12. To promote the program within the community.
13. Perform all other duties as required.

General:

- Wage rate as per BCGEU Collective Agreement, Program Coordinator 1, Grid Level 12, \$24.48 per hour.
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Senior Services Coordinator.

Please mention the name of the job position you are applying for in your cover letter.

NO phone calls. Only short listed applicants will be contacted.

Please submit your cover letter and resume to:

Human Resources
Chilliwack Community Services
45938 Wellington Avenue, Chilliwack, BC V2P 2C7
Fax: 604.792.6575 Email: careers@comserv.bc.ca

Closing Date: 12:00 Noon, August 18, 2022