Frederick County Department of Aging
Volunteer Position Description

Position Title	**Scheduling Coordinator of Volunteers- Meals on Wheels**
Purpose	To provide MoW volunteers with a dedicated point of contact for scheduling and other issues.
Position Description of Duties	1. Review and post regular quarterly calendars of MoW volunteer schedules for meal delivery 2. Receive requests for substitutes from scheduled volunteers 3. Contact volunteers on the substitute list to fill vacancies via email and/or phone. 4. Maintain calendar changes to accurately reflect scheduled volunteers
Qualifications for position	1. Knowledge of home delivered meal volunteer needs 2. Knowledge and skill to accurately maintain scheduling calendars for 12 or more delivery routes 3. Computer Skills and Proficiency in Word, Excel and Outlook 4. Competent telephone skills 5. Ability to communicate effectively with volunteers and staff to assure meal delivery on a daily basis
Time Requirement	One to three hours per day, Monday through Friday, or combination that will assure delivery routes are adequately covered.
Location of Assignment	Department of Aging office or senior center. Potential for work from home or remote location in the future.
Orientation and Training	General Department of Aging orientation and on the job orientation and training as needed to demonstrate proficiency in duties and qualifications.
Benefits	Opportunity to serve homebound clients and volunteers to assure daily meal delivery. Opportunity to develop and practice management and office skills in a human services setting.
Evaluation & Reporting Procedures	Regular and on going communication with MoW Outreach Worker, Nurse and other staff. Quarterly meeting to review calendar schedules and issues
Supervisor:	MoW Outreach Worker and/or Community Services Manager
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