

Johnson County Human Services & Aging (HS/A) Volunteer Position Description

Meals on Wheels Volunteer Driver

Position Summary

Deliver noon meals to older adults or disabled residents of Johnson County in their home

Work Location

Neighborhood Center and client's homes as assigned on a designated route

Duties and Responsibilities of Volunteer

- ✓ Attend program orientation and training session
- ✓ Pick-up meals between 10:45 and 11:00 am and deliver following route sheet procedures
- ✓ Regular duties include: Sign in/out at center, pick up meal carriers, follow route sheet instructions, wear Volunteer name badges when performing Meals on Wheels duties
- ✓ Hand deliver meal to client at door; entering client's home **only** if designated to do so on weekly route sheet
- ✓ Report to Center manager any unusual situations and requests outside these guidelines
- ✓ Give advanced notice if unable to deliver meals
- ✓ In the event of a vehicle accident, please contact the police and Center manager immediately
- ✓ Inform Volunteer Coordinator of personal contact information updates, availability changes

Qualifications

- ✓ Driver must be 18+
- ✓ Provide your own vehicle
- ✓ Capable of lifting 15 lbs.
- ✓ Provide valid driver's license and submit current auto insurance annually
- ✓ Ability and willingness to support the mission of the organization
- ✓ Ability to work independently and follow directions as a team member
- ✓ Good work habits such as punctuality, dependability, honesty, open communication and ability to adapt to change
- ✓ Ability to relate to people; friendly, supportive and compassionate attitude
- ✓ Prefer volunteer to have personal email account

Time Commitment

- ✓ Regular/weekly driver will deliver meals at minimum at least once every 90 days, unless otherwise arranged with program staff
- ✓ Substitute driver will be available on an on-call basis
- ✓ Volunteer teams will have time commitment requirements set by Team Captain

Meals on Wheels Program Staff

Elvina Kroemer
Meals on Wheels Volunteer Coordinator
913.715.8895
elvina.kroemer@jocogov.org

Debbie Summers
Nutrition Administrative Clerk
913.715.8895
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Responsibilities of Human Services & Aging

- ✓ Orient and train volunteers
- ✓ Keep volunteers informed of program updates and changes
- ✓ Work with volunteers to coordinate time and schedule
- ✓ Manage program to optimize volunteer safety

Benefits

- ✓ Involvement in a volunteer activity that make a positive impact on lives of individuals, their families and the community
- ✓ Personal satisfaction in helping HS/A clients continue independent living
- ✓ Develop friendships

Required Forms and Documentation

- ✓ Valid driver's license and current auto insurance annually
- ✓ Volunteer application
- ✓ Code of Ethics
- ✓ HIPAA Form
- ✓ Confidentiality

Volunteer Coordinator

Benita Webber

913.715.8859

benita.webber@jocogov.org

This job description has been reviewed with me. My questions and concerns have been answered. I understand I am free to contact the Volunteer Coordinator at anytime to discuss further questions.

Volunteer's Signature

Date

Volunteer Coordinator's Signature

Date