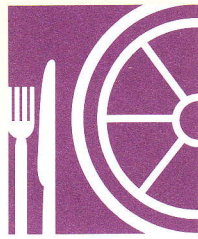


Meals on Wheels

OTTAWA

MORE THAN JUST A MEAL!



La Popote roulante

OTTAWA

Fondateur/Founder: The King's Daughters and Sons 1968

Positions Title: Administrative Support Volunteer

Purpose: The Administrative Support Volunteer will provide support to the Meals on Wheels staff with day to day operations.

Department: Client Services Department and Volunteer Services Department

Reports to: The Manager of Volunteer Services/ Client coordinator

Location of volunteer shift: At the Meals on Wheels office located at 670 Albert Street.

Time and Commitment: 2 shifts available: Tuesday from 10:30 am until 1:00 pm and Thursday From 10:30 am until 1:00 pm

Duties and responsibilities:

Answering the telephone and directing calls.

Greeting guests and informing staff members of guest's arrival.

Replying to general information requests.

Preparing welcome packages for new clients.

Preparing volunteer orientation packages

Photocopying and faxing.

Inputting new clients into the database

Inputting new volunteers into the database

Receiving frozen food deliveries and transporting boxes with the use of a dolly from the loading area to the freezer room. Checking to ensure the delivery matches the invoice and verifying that the goods are intact.

Unpacking frozen food deliveries and sorting the packages into the delivery routes.

Being available to go out on delivery of a meal route if needed

Other duties as assigned.

Training:

1 and ½ hour volunteer orientation session

Office orientation to the client department

Office orientation to the volunteer department

Meal delivery route training

Requirements

A valid driver's license and a good driving record is an asset

Some bending and/or lifting required

The ability to work with direction and as part of a team

French-English bilingualism required

Knowledge of working with seniors living in the community is an asset

Demonstrated skills and experience working with volunteers is an asset

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