



## **Volunteer Specialist**

The Volunteer Specialist (VS) will work directly with onboarding new volunteers for meal delivery, support volunteer groups looking for a “one day of service” volunteer project, assist with special projects and programs, and participate in community volunteer recruitment events.

The VS will also work directly with the Volunteer Coordinator to manage daily meal delivery volunteers and meal delivery volunteer assignments and activities.

### **Responsibilities**

- Receive and respond to all new volunteer applications.
- Coordinate and conduct new volunteer training and orientation.
- Update and maintain an accurate volunteer database.
- Follow up with new volunteers to ensure smooth acclimation.
- Update volunteer training materials as necessary.
- Schedule substitute volunteers for meal delivery when regular volunteers are unavailable (vacation, sick, etc.).
- Deliver meals as needed in absence of the regular volunteers.
- Print daily route sheets for volunteer meal delivery.
- Support the Pet Food Program volunteer and keep the pet food pantry stocked and organized.
- Assist in collecting data related to volunteers, program impact, surveys, etc.
- Coordinate “service day” volunteer activities for groups seeking engagement with MOW.
- Assist with special projects including Thanksgiving Day meal delivery, snow box delivery, Santa for Seniors, Senior Wish Tree, and annual volunteer appreciation and/or recruitment activities.
- Assist volunteers, seniors and staff as needed in daily operations.
- Adopt a regular, weekly meal delivery route and develop relationships with the seniors on that route.