

## VOLUNTEER SERVICES POSITION DESCRIPTION

<b>PROGRAM</b>	Meals on Wheels (MOW)
<b>VOLUNTEER POSITION</b>	Pick-Up Driver
<b>Intent of Program</b>	To pick up the meals from Starlight Casino and deliver them to SSS. This program enables seniors to live independently in the community and provides them with a nutritional meal.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Arrive at SSS to pick up cartons and MOW binder.</li> <li>• Drive to the Starlight Casino in Queensborough to pick up pre-ordered meals.</li> <li>• Deliver meals to clients in the Queensborough area.</li> <li>• Meet volunteer MOW team in designated area (Sushi Ki parking lot, next to SSS) to transfer meals and binder.</li> <li>• Maintains and submits mileage sheet.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Competent navigator and driver</li> <li>• Good Interpersonal Skills: friendly, outgoing, courteous, patient</li> <li>• Ability to work independently</li> <li>• Capacity to maintain confidentiality</li> <li>• Able to communicate in a clear and effective manner</li> <li>• Punctual and reliable</li> <li>• Be in good physical and mental health</li> <li>• Willingness to drive without distractions (cell phone, texting, ear pods, eating while driving)</li> <li>• Able to consistently drive defensively and obey traffic laws and speed limits</li> <li>• Ability to be understood and understand in English</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Criminal record check mandatory</li> <li>• Provide reference checks</li> <li>• Drivers must have a current driver's license and provide driver's abstract</li> <li>• Must have own vehicle-clean and in good repair</li> <li>• Able to provide a smoke free environment</li> <li>• \$3 million Extended Third Party Liability coverage</li> <li>• Have a minimum five years of driving experience</li> <li>• Responsible for ensuring insurance is renewed on a yearly basis</li> <li>• Have access to a phone</li> <li>• Calling in if unable to make it in for a scheduled shift</li> <li>• Be responsible for the upkeep and safety of the vehicle</li> </ul>
<b>Commitment</b>	<ul style="list-style-type: none"> <li>• Minimum 6 months commitment</li> </ul>

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	<ul style="list-style-type: none"> <li>• Flexible schedule. Program Operates Monday/Wednesday/Friday 9:00am – 10:30am</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Site Volunteer Orientation &amp; Training</li> <li>• Program Orientation provided by volunteer (1-2 shifts)</li> <li>• Additional training as required</li> </ul>
<b>Compensation</b>	<ul style="list-style-type: none"> <li>• Mileage reimbursement</li> <li>• Annual Volunteer Appreciation</li> </ul>
<b>Reports To</b>	<ul style="list-style-type: none"> <li>• Supervisor Support Services (604-520-6621)</li> <li>• Coordinator Volunteer &amp; Social Programs (604-520-6621)</li> </ul>

\*Mileage Form