

VOLUNTEER SERVICES POSITION DESCRIPTION

PROGRAM	Meals on Wheels(MOW)
VOLUNTEER POSITION	Runner
Intent of Program	Assists the MOW driver deliver nutritious meals to client's homes. This program assists seniors to live independently at home.
Duties	<ul style="list-style-type: none"> • Pick up the food from the MOW pick-up driver at a designated distribution location (Sushi Ki parking lot, next door to SSS). • Deliver meals to client's home. • Assist clients to open cartons and cut up food, if necessary. • Socialize with client, check in. • Monitor any significant changes in the clients' health or well-being • Inform the Supervisor of Support Services of undelivered meals, concerns about a client or any concerns relating to meal delivery. • Return cartons to SSS and program binder to SSS.
Qualifications	<ul style="list-style-type: none"> • Ability to understand and be understood in English. • Good Interpersonal Skills: friendly, outgoing, courteous, patient. • Ability to work independently. • Capacity to maintain confidentiality. • Able to communicate in a clear and effective manner. • Punctual and reliable.
Requirements	<ul style="list-style-type: none"> • Mandatory criminal record check • Provide Reference Checks
Commitment	<ul style="list-style-type: none"> • Minimum 6 months commitment • Flexible schedule. Monday to Friday. Approximately 10:00am-12:00pm.
Training	<ul style="list-style-type: none"> • Volunteer Orientation • Program Training provided by volunteer (1-2 shifts) • Additional training as required
Report To	<ul style="list-style-type: none"> • Supervisor Support Services (604-520-6621) • Coordinator Volunteer & Social Programs (604-520-6621)