



Volunteer Position Description

Job Title: Meals on Wheels Delivery Person

Persons Served	<ul style="list-style-type: none"> • Seniors • Adults with disabilities • Convalescing patients
Purpose	<ul style="list-style-type: none"> • To deliver a meal to a person to meet their nutritional requirements
Outcomes	<ul style="list-style-type: none"> • Maintenance of healthy and balanced diet • Increased independence • Decreased feelings of isolation and insecurity
Activities & Tasks	<ul style="list-style-type: none"> • Pick up prepared meals and delivery information at the designated pick up location • Deliver meals as described on route sheets • Return delivery bags to designated drop off location
Outline of Responsibilities	<ul style="list-style-type: none"> • Complete delivery route as assigned by program staff • Report anticipated absence or lateness to program staff prior to start of shift • Report inability to deliver a meal or a meal left at a home • Follow all program guidelines and safety rules
Schedule & Commitment	<ul style="list-style-type: none"> • 1 to 2 hours per days of delivery • Length and times of service to be determined by volunteer availability and program needs • Participation in training, orientation and optional in-service sessions
Boundaries & Limitations	<ul style="list-style-type: none"> • Maintain confidentiality • Direct all problems or concerns to program staff • Follow SECC Volunteer Policies and Procedures

Skills, Experience and Qualifications Required	<ul style="list-style-type: none"> • Valid Ontario G or G2 driver's license • Own/access to transportation • Proof of current insurance • Knowledge of local community roads helpful
Personal Traits and Qualities Needed	<ul style="list-style-type: none"> • Personable and friendly • Able to work independently • Patient and caring attitude
Orientation & Training Available	<ul style="list-style-type: none"> • On-the-job training with program staff or other experienced volunteers
Support, Supervision & Evaluation Provided	<ul style="list-style-type: none"> • Immediate supervisor is Community Services Program Leader • Secondary supervisor is Volunteer Services Program Leader
Mandatory Activities	<ul style="list-style-type: none"> • Report all problems, issues or concerns to the program staff
Setting & Location	<ul style="list-style-type: none"> • Meals picked up at designated pick up locations • Meals delivered to persons' homes or apartments • Routes varying within urban and rural Leamington, Kingsville and Wheatley
Benefits to Volunteer	<ul style="list-style-type: none"> • Helping others • Contributing to well-being of individuals and community • Personal satisfaction • Experience in social/human services setting • Letter of recommendation upon successful completion of volunteering
Screening Measures	<ul style="list-style-type: none"> • Volunteer Application • Interview • Police Record Check • Minimum 2 References