

(302) 645-7449  
(302) 644-1676 Fax

## **VOLUNTEER POSITION DESCRIPTION**

**POSITION TITLE:** Volunteer Driver    **REPORTS TO:** Volunteer Coordinator

### **JOB SUMMARY:**

Assist Meals on Wheels of Lewes-Rehoboth in providing essential nourishment to local home-bound elderly population in Eastern Sussex County. Sustain and assist our program with meeting its' mission, "To feed the home-bound and to reduce the alternative of institutionalization."

### **DUTIES & RESPONSIBILITIES:**

Pick up meals at designated time from caterer  
Count route sheets and verify totals  
Deliver meals to each recipient on your route, unless route sheet directions say otherwise  
Deliver milk, orange juice and extra items when assigned & see each client during meal delivery  
Find substitute driver from within membership (list provided) when unable to drive scheduled day/route.  
Attend drivers' meetings/functions  
Alerting office staff of pertinent information regarding a clients' meal delivery, health and/or living environment  
Keep all client information in strict confidence  
All partners, buddies or ride-a-longs must be registered with agency before participating in meal deliveries.  
Volunteer a minimum of 12 hours during the course of a year.  
Sign in at caterer; this includes your registered riders, partners and buddies.  
Other duties as directed by staff

### **QUALIFICATIONS:**

Must have ability to communicate effectively and possess a pleasant personality.  
Must have the ability to follow directions under general supervision and/or independently  
Must have a valid drivers license and active insurance  
Must never be under the influence of alcohol and/or drugs while conducting agency related business  
Must have acceptable public record and reputation  
Must be detail oriented & in good health

### **PHYSICAL REQUIREMENTS:**

Mobility - standing, sitting, walking, bending, grasping/gripping  
Hearing - normal conversation - perceiving oral communication with the ears  
Seeing - general near vision (seeing an object within 16 inches) - perceiving an object(s) with the eye(s)  
Speech - tone and clarity as able to be understood by others  
Physical Tasks - carrying and lifting up to 15 pounds, pushing, pulling, reaching horizontally/vertically

### **TRAINING:**

Training specific to the volunteer service will be provided by volunteer and/or staff

### **GROUNDINGS FOR DISMISSAL/VOLUNTEER RESIGNATION:**

Failure to adhere to any of the above service descriptions may result in termination of volunteer duties unless prior arrangements have been made with the Volunteer Coordinator and/or Program Director. Volunteers may resign their position at any time without notice.