



Position Title: **Meals on Wheels Volunteer Teams: High school student and parent/guardian**

Program: Meals on Wheels, Seniors Division

POSITION SUMMARY:

The goal of the Meals on Wheels Program is to deliver nutritious meals to individuals who are unable to prepare their own meals at lunchtime. High school students and their parent and/or guardian will volunteer together to deliver meals a minimum of twice per month on either Saturdays or Sundays (2 hours per day). High school students will complete their 40-volunteer hours for OSSD requirements in a 10-month period.

POSITION OUTLINE:

All Meals on Wheels volunteers must be reliability, punctual, and friendly. Need to be able to physically able to carry meal delivery bags. Also must commitment to providing a minimum of four hours per month to the program. All Meals on Wheels volunteers work as part of a team to deliver meals in a timely and orderly fashion.

Driver: Drive runners to client homes to deliver meals. Driver must be a minimum of 25 years of age, with a valid driver's license and Ministry of Transportation clean driver abstract are required. Valid car insurance is required if using own vehicle.

Runner: Carry meal delivery bags and take meals to client homes.

MAJOR RESPONSIBILITIES:

- Arrive at 192 Carlton Street no later than 11:15am to assist Meals on Wheels Coordinator unload food from delivery vehicle and pack route bags
- Pick up Meal delivery bags and route sheet from Coordinator
- Drivers: Drive to clients' residences according to designated stops on route sheets
- Runners: Deliver meals to clients' residences following instructions on route sheet
- At end of route, return to 192 Carlton Street to drop runners, meal delivery bags and route sheets
- Adhere to Meals on Wheels policies and procedures

QUALIFICATIONS

- Reliable and punctual
- Able to physically carry meal delivery bags
- Sensitive to the needs of others
 - Good comprehension of the English language to receive instructions and interact with clients and communicate with other volunteers and staff.
- Able to accept feedback and work well as part of a team

ORIENTATION/TRAINING:

- Will receive initial orientation to agency and Meals on Wheels program.

- On the job training with experienced Meals on Wheels volunteer(s).
- Meals on Wheels Coordinator will be available to answer questions and explain policies and procedures.

LOCATION & HOURS:

Dixon Hall Neighbourhood Services is located at 192 Carlton Street (Carlton & Sherbourne); deliveries are made throughout the agency's catchment area.

Volunteers are needed on Saturdays and/or Sundays from 11:15am – 1:30pm.

BENEFITS:

- Opportunity for teens and parents/guardians to volunteer together
- Deliver lunchtime meals to those in our community unable to prepare their own meals
- Meet new people and promote the wellness and independence of clients
- High school students will complete their required 40 OSSD hours within one school year
- Letters of reference provided after completing
- Drivers who use their own cars will be reimbursed for out-of-pocket expenses at a rate of \$5.00 per volunteer shift; reimbursements are issued twice yearly.

TO VOLUNTEER WITH DIXON HALL:

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Volunteer Process:

- Application form
- Interview
- Reference checks