

Meals on Wheels Kitsap Volunteer Resources Coordinator

Company Overview:

Currently celebrating its 50th year of service, Meals on Wheels Kitsap (MOWK) is the primary provider of nutritious meal services in both community dining and home delivery settings for older adults throughout Kitsap County. Our mission is to “Provide meals, nutrition, and support services to improve the quality of life for seniors and others with health and hunger needs in Kitsap County.” Our vision is for all people living well while aging in place with good nutrition, independence, and dignity.

Position Overview:

The Volunteer Resources Coordinator manages Meals on Wheels Kitsap’s robust volunteer program; coordinates and executes volunteer-driven special programs and assists with other administrative duties.

This is a full-time, 40-hour a week, non-exempt position. Work schedule: Monday to Friday, 8:30am-4:30pm.

Responsibilities:

Volunteer Program

- Plan and coordinate all volunteer program activities within the organization.
- Build and maintain positive relationships with volunteers.
- Interview potential volunteers and match their talents with organizational needs.
- Develop and maintain a volunteer training and orientation program.
- Process, organize and maintain volunteer applications and supporting paperwork.
- Coordinate volunteer teams for office projects, program support, special events, and community outreach efforts.
- Organize the volunteer recognition program.
- Track all volunteer hours and create reports.
- Maintain the volunteer database and work to integrate it with donor database.
- Coordinate volunteer recruiting efforts including applications, web-based promotions, and traditional and social media listings.
- Work with other staff to arrange regular volunteer in-service trainings as needed.
- Facilitate good communication with and between volunteers.

Special Programs

- Coordinate the annual Senior Farmers Market Nutrition Program with support of program volunteers.
- Coordinate and oversee the volunteer-driven Kitsap Phone Friends Program.
- Work cooperatively with multiple volunteer committees to support the organization’s annual special event fundraisers.

Reception and Office Assistance

- Train and support office and administrative volunteers.
- Assist with other general office duties such as answering the phone and attending to office visitors.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree in related field and/or directly related professional skills and experience.
- Minimum three years of demonstrated experience working with volunteers and older adults.
- Proficient in computer applications and MS Office with ability to learn new software programs.
- Excellent communication skills and demonstrated ability to relate to work as part of a team.
- Excellent organizational, record-keeping, time management and multi-tasking skills.
- Have a valid Washington State driver's license, personal auto liability insurance and satisfactory driving record with no moving violations in the past three years.
- Pass criminal background check.
- Possess and maintain food handler's permit. (May obtain after hired.)
- Due to the vulnerability of the clients we serve, all staff and volunteers are required to have valid COVID vaccination.

Salary and Benefits:

Salary--DOE. Meals on Wheels Kitsap offers a generous benefits package that includes dental plan, paid vacation and holidays, sick and bereavement leave. The organization also pays employee's portion of the WA Paid Family & Medical premium.

Application Process:

- Submit cover letter and resume to: Director@mealsonwheelskitsap.org . Resumes without cover letters will not be reviewed.
- No phone calls.