ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.
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Volunteer and Substitute Volunteer Route Drivers
Position Description

Program Recruiting Volunteer: Meals on Wheels (MOW)

Position Supervised by: Senior Nutrition Program Manager

Minimum Commitment: Six months with minimum of one day per week service (Monday through Friday). Choice in days of service is dependent on need within MOW program. Alternative schedules may be considered as options are available.

Contact: Maria Murphy at (406) 457-7376 or email mmurphy@rmdc.net

Program Overview: The Rocky Mountain Development Council, Inc. (Rocky) MOW program delivers hot, nutritious meals Monday through Friday to seniors 60 and over who are homebound or having trouble preparing their own meals due to a disabling physical, emotional, or environmental condition. These meals are delivered in the Helena and East Helena area.

Position Overview: The Volunteer Route Driver delivers meals on a designated route in the Helena or East Helena area, between 10:30 a.m. to 1:00 p.m., one day of the week (Monday through Friday), with the exception of scheduled holidays. Volunteers interact with clients receiving meals and work with other MOW staff and volunteers to ensure that clients are receiving the assistance they need.

The Substitute Volunteer Route Driver delivers meals on a designated route on short notice when Volunteer Route Drivers are unavailable. Although every consideration is made to give at least one day's notice, Substitute Volunteer Route Drivers may be contacted between 8:00 a.m. and 10:00 a.m. on the day they are needed. Substitute Volunteer Route Drivers will be given preference to fill openings for regular full-time routes.

Key Responsibilities:

- Maintain client confidentiality.
- Deliver correct meals to correct clients. You will be given a daily route sheet to verify accurate meal delivery.
- Report to the Neighborhood Center kitchen, 200 South Cruse Avenue, to receive the route sheet and prepared meals for clients on designated route.
- Check in with Dispatch Assistant and review daily route sheet and note changes before and after each shift.
- Load meal containers into vehicle and deliver meals to clients listed on route sheet.
- Note and report any significant observations regarding clientele.
- Return notes, correspondence, and containers to the Neighborhood Center kitchen.
- Deliver gifts and information to clients as needed by MOW program.
- Maintain interior of personal vehicle to provide sanitary transport of meals.
- Abide by Rocky volunteer policies and MOW handbook.

Qualifications:

- Positive attitude and willingness to share that with clients.
- Ability to encourage others to practice self-advocacy.
- Excellent attention to detail.
- Good listening skills.
- Valid Montana Driver's license with a 'clean' driving record.
- Ability to read road maps or use GPS; knowledge of the area a definite plus!
- Ability to work with and independently of others.
- Ability to deliver meals regardless of adverse weather conditions (snow, ice, heat etc.).
- Must be 18 years of age or older.
- Ability to follow written and oral instructions.
- Willingness to use personal vehicle that is reliable and properly insured (minimum of current liability insurance).
- Ability to lift 50 pounds (weight of meal container when full).
- Ability to work cooperatively with MOW staff and volunteers.
- Experience and success establishing healthy boundaries is a plus!
- Criminal, Sex Offender and Motor Vehicle Record check required.
- Completion of volunteer application process at Rocky.

Benefits:

- Opportunity to provide a critical, direct service to homebound residents in the Helena and East Helena area.
- Build a dynamic relationship with clients, nourishing and enriching the lives of the disabled and homebound, not only with food, but with a warm smile and positive attitude (daily check-in).
- Participate in training opportunities.
- Develop lasting relationships with other MOW volunteers and staff.
- Free meal provided on days of service.

Support: The Volunteer Route Driver will report directly to the Senior Nutrition Program Manager who will work to create an accommodating schedule, an orientation to the program, and training opportunities. This position will have regular communication with the Senior Nutrition Program Manager to ensure that both the clients and volunteers are receiving the assistance they need. This position will also be supported by the Resource Specialist/Volunteer Coordinator and/or the Retired Senior Volunteer Program (RSVP) Director.

Commitment: There is a minimum six-month commitment for this position. Meals are delivered between 10:30 a.m. and 1:00 p.m. The Volunteer Route Driver needs to be available during this time. A volunteer's schedule is based on his or her availability.

Amount of Time:	Approximately 2 hours per day scheduled.
Time of Day:	10:30 a.m. to 1:00 p.m., weekdays only.
Day of Week:	Minimum of one day per week, Monday through Friday. Alternative schedules may be considered as options are available.

Location: The Neighborhood Center Kitchen is located at 200 South Cruse Avenue on the north end of the building. Route location varies.

Goal of Position: The quality of life for homebound area residents will be improved by the MOW Program's ability to efficiently deliver healthy, nutritious meals to those in need. The Route Driver will work to ensure that meals are consistently delivered to MOW clients.

I have read the above volunteer position description and agree to perform these responsibilities (To be signed at orientation).

_____	_____
Signature of Volunteer	Date
_____	_____
Signature of Volunteer Supervisor	Date
_____	_____
Signature of Volunteer Coordinator	Date