



## VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Volunteer Driver REPORTS TO: Volunteer Coordinator

### GENERAL FUNCTION:

To provide essential nourishment to the local home-bound elderly population in the Lewes & Rehoboth areas. To sustain and assist our program with meeting its' mission, "To feed the home-bound and to reduce the alternative of institutionalization."

### ESSENTIAL DUTIES:

- Pick up meals at designated time from caterer.
- Count route sheets and verify totals
- Deliver (2) two meals to each recipient on your route, unless route sheet directions say otherwise
- Deliver milk, orange juice, meal supplements and any 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
- Communicate with office staff, 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 actual meal deliveries.
- Volunteers should not interact socially with recipients outside of their normal 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. (Effective, January 2005)
- Other duties as directed by staff

### QUALIFICATIONS:

- Must possess good communication skills and 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 not 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
- Must be 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 **25** pounds, pushing, pulling, reaching horizontally/vertically

### TRAINING:

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

### GROUND 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.

*"Serving Eastern Sussex County Delaware"*

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