

**CATHOLIC SOCIAL SERVICES  
VOLUNTEER JOB DESCRIPTION**

**TITLE:** Meals Team Coordinator  
**PROGRAM:** Clare House  
**SUPERVISED BY:** Clare House Director  
**STATUS:** Ongoing  
**UPDATED:** 10/2020

**Job Summary:** This position will assist the supervisor of the Clare House to recruit, coordinate and work with program meal providers.

**Competencies:** Must have a depth of knowledge of the Clare House Program. Must be collaborative, have strong communication and organizational skills.

**Education/Experience:** N/A

**Skills:** Ability to communicate clearly both verbally and in writing. Basic computer and organizational skills

**Duties & Responsibilities:**

1. Recruit, coordinate and communicate with inquiring and current meal providers.
2. Create, manage and maintain a monthly meal calendar. Must send out monthly meal calendars to Clare House staff.
3. Create, manage and maintain current volunteer information spreadsheet.
4. Contact meals providers one week prior to their scheduled day with a reminder.
5. Coordinate with the supervisor to address program needs.
6. Notify Program Director and CSS Volunteer Coordinator when there is a new opening.
7. Support meal providers with acknowledgement of their contributions.
8. Keep track of volunteer hours and submit hours to the Volunteer Coordinator as needed.

**Training Requirements:** Attend program orientation with the Volunteer Coordinator.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this volunteer position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_