



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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470 Center Street • Building 4 • Chardon, Ohio 44024-1071

***Job Opportunity #1010***  
***To be Posted from Friday, April 1, 2022, until filled***

**Position:** Home Delivered Meals and Volunteer Coordinator  
**Department:** Department on Aging  
**Pay Grade:** 10  
**Compensation:** 19.87/Hr.

**Definition:** Under general supervision in accordance with the Agency Organization Chart, coordinates the day-to-day activities of the Home Delivered Meals program; Coordinates the agency volunteer program through training, evaluating and scheduling agency volunteers; Supervises Home Delivered Meals volunteers; Works on matters requiring confidentiality and discretion; Performs related duties as required.

**Typical Examples of Duties & Percentage of Time:**

- 40-50% Plans and coordinates day-to-day activities of the Home Delivered Meals program; Assesses senior eligibility for Home Delivered Meals; Determines a timetable for services provided; Monitors service delivery, progress and reassesses needs periodically; Develops meal delivery routes; Schedules and assigns volunteers to meal routes; Coordinates and organizes the activities of the Home Delivered Meals program, Monitors the implementation and operation of the Home Delivered Meals and Volunteer programs; Evaluates and adjusts programs to meet seniors' needs; Resolves issues or problems. Develops and maintains courteous and professional relationships with clients, organizations/agencies and affiliations, supervisors, co-workers and volunteers; Exhibits appropriate behavior through language, positive attitude, dress code and hygiene
- 20-25% Interviews, selects, trains, schedules and evaluates agency volunteers; Supervises Home Delivered Meals volunteers; Motivates volunteers; Responsible for timely communication of program updates and delivery of newly developed materials to volunteers; Monitors volunteer and client satisfaction; Integrates volunteers into the organization; Maintains volunteer manual; Enforces county rules and safety regulations for volunteers; Encourages appropriate formal and informal recognition of volunteers. Coordinates Home Delivered Meals food orders with the Food Service Coordinator; Communicates changes in Home Delivered Meals clients or delivery schedules to key personnel; Works cooperatively with the Community Outreach Coordinator to ensure Home Delivered Meals advocacy and Volunteer recruitment; Drives meal routes as needed.
- 20-25% Coordinates with appropriate Agency personnel and community organizations to address client needs or safety concerns; Refers clients to additional services as needed; Completes documentation on client and volunteer services; Inputs registrations, support services, journal entries and other pertinent client communications into the Agency database; Prepares and maintains various records and reports;
- 5-15% Coordinates with Agency personnel on special projects and assignments; Maintains records; Types various routine reports, forms, correspondence and other materials as required; Supports and recognizes volunteers through an annual recognition event;

*Knowledge, Skills and Abilities:*

Knowledge of (1) the physical and psychological aspects of aging, (2) \*County and departmental rules and regulations, (3) principles of supervision and training; (4) office practice and procedures; (5) rules and regulations related to client rights; (6) fiscal management techniques, and (7) public relations

Skill in (8) computer operations including Microsoft Office and internet (9) and other related office equipment.

Ability to (10) deal effectively with the general public, clients, supervisors, co-workers and volunteers; (11) resolve complaints (12) communicate verbally and in writing with others; (13) clearly explain procedures to others; (14) maintain a variety of records; (15) use independent judgment; (16) follow verbal and written instructions; (17) meet schedules and time lines; (18) work independently and productively with minimal supervision; (19) interpret and ensure compliance with applicable regulations, policies and rules.

\* Developed after employment

*Suggested Training and Experience Requirements:*

Bachelor's degree from an accredited college or university training in human services, gerontology, public relations or a related field with two years full-time paid supervisory experience; or any combination of education and experience that provides the requisite knowledge, skills and abilities of the job.

*Additional Requirements:*

Must pass (test negative) pre-employment drug test.

May work flexible schedule based upon needs of agency

Must pass criminal background checks and public database checks and remain qualified annually.

Must possess valid Ohio driver's license, or equivalent, and acceptable driving record.

Must be certified in First Aid and CPR, issued by an authorized agency.

Must be capable of providing First Aid and CPR

Must maintain all Licenses and Certifications applicable to position as well as those acquired during the course of employment

Must be able to push, pull and lift up to 25 pounds on a regular basis.

Required to drive on a regular basis

May be required to drive county vehicle.

May drive personal vehicle for county business.

Is subject to varied environmental conditions including office, institutional and residential settings as well as local driving conditions.

Is subjected varied client behaviors and diagnoses

Require vision (which may be corrected) to read small print

Requires mobility to provide services in institutional and residential settings (walking over 500ft, climbing stairs).

Submit an ***Application for Employment*** and resume to the Geauga County Commissioners, Attn: HR Administrator #1010, 470 Center Street Bldg. 4, Chardon, OH 44024-1071. Details and application form at

<https://www.co.geauga.oh.us/Notices/Jobs>.

3/25/2022 JNB