

Voluntary Action Center
Job Opportunity

Position: MOW Assistant (PT)

Reports To: Community Outreach Coordinator

Location/Department: Sycamore / Nutrition

Schedule: 15-19 hours / week. Schedule is roughly between 8:00 a.m. to 1:30 p.m. Start and end times can vary depending on daily needs. Must be flexible.

Responsibilities: On their assigned day, the MOW Assistant assists with the general administration and operation of the agency's Meals on Wheels program, and other nutrition programs as required. Main tasks include, but are not limited to:

- Assist the MOW program managers with ensuring meal counts are correct, delivering meals to drivers, updating meal new starts, deliveries, and cancelations, and meal assembly
- Works directly with program volunteers providing information and materials necessary to complete daily delivery routes
- Assists MOW program managers with volunteer recruitment and orientation
- Deliver food via MOW routes, if needed
- Conduct, implement, and tally survey analyses and reports, and service report statistics and other reports, as needed
- Conduct in-take assessments, including home assessments or phone assessments in attempt to collect and analyze client program needs
- Perform filing and general administrative tasks
- Answer phones, respond to customer questions, and assist front desk receptionist and MOW desk
- Other duties as assigned

Education, Licensing, Certifications, Physical Requirements:

- Must be at least 18 years or older, clean driving record
- Must have a valid Illinois Driver's License, or ability to acquire by date of hire
- Must pass pre-employment background check, physical, and drug screen
- High school diploma or equivalent, Associates Degree in related field preferred

Knowledge, Skills, and Abilities Required:

- Excellent verbal and written communication skills
- Excellent customer service and interpersonal skills
- Excellent computer skills, especially Microsoft Office applications
- Must demonstrate good judgment and solid problem solving skills
- Ability to be approachable and professional
- Ability to handle multiple tasks, be self-motivated, and well organized
- Ability to learn MOW routes and schedules and adapt to changes

Application Deadline / Tentative Process Schedule: Interested individuals should submit a cover letter, resume, and VAC employment application via traditional mail or e-mail to: Paul LaLonde, Assistant Executive Director, HR@vacdk.com.

VAC is a drug free workplace and an EOE.