

VOLUNTEER COORDINATOR (Part-Time) Position Announcement

Do you want to be part of an innovative organization making an impact upon the quality of life for hundreds of vulnerable Yolo County seniors and disabled? Is the “why” you do your job a priority in your career? Then you may be the hero we’re seeking to provide nourishing meals to aging adults countywide lacking the access and/or the ability to dependably prepare their own healthy meals.

MOW YOLO APPROACH:

Meals on Wheels Yolo County (MOW Yolo) seeks to add a Volunteer Coordinator to our inspired team. We are looking for a team member who will:

- Positively engage with volunteers
- Positively engage with meal recipients
- Work collaboratively and creatively with our current staff
- Embrace the goals of our “Operation Accelerate” initiative to nourish more seniors, more nutritiously, and more equitably
- Positively represent MOW Yolo to the community

POSITION SUMMARY:

The Volunteer Coordinator reports to the Program Manager, and ensures that the seniors whom we nourish receive timely meal deliveries by matching volunteers with roles and needs, preventing and resolving any threats to service interruption, as needed. In addition to providing coordination, support, and recognition for current MOW Yolo volunteers, the Volunteer Coordinator also cultivates, recruits, onboards, trains, and recognizes new volunteers on an ongoing basis. Community outreach and engagement are required for success. The role requires the maintenance of secure electronic records and data using a volunteer management program, and regular interaction with volunteers, meal recipients, community organizations, and staff via phone and electronic communications, as well as in-person.

REGULAR WORK SCHEDULE AND LOCATION:

Part-time, Part-time on weekdays, 20 hours/week for a total of 20 hours/week. Additional work may be required during busy periods. The primary job site is the MOW Yolo Administrative facility in Woodland. Some work may be conducted remotely, and occasional field work may be necessary at MOW Yolo’s nutrition sites in Woodland, Davis, Winters, and West Sacramento.

KEY RESPONSIBILITIES:

1. Nurture a culture of inspired volunteerism that elevates the MOW Yolo experience for meal recipients.
2. Schedule, coordinate, and assign volunteers to appropriate departments and supervisors.
3. Provide recognition, coordination, support, coaching, structured guidance, and consistent constructive follow-up as necessary for current MOW Yolo volunteers.
4. Cultivate, recruit, onboard, train and recognize new volunteers.



5. Serve as a communications liaison with and between volunteers and key MOW Yolo staff, sharing critical information, challenges, and successes.
6. Work closely with local organizations and businesses to coordinate group volunteer opportunities.
7. Interact professionally, yet sensitively, in a positive manner with volunteers, meal recipients, and staff.
8. Maintain volunteer data primarily in an electronic volunteer management system.
9. Perform administrative tasks related to successful execution of duties.
10. Willingness to take on new tasks and responsibilities as the position evolves and MOW Yolo grows.
11. Attend all scheduled MOW Yolo meetings at MOW Yolo headquarters.
12. Perform all other duties as assigned.

REQUIRED QUALIFICATIONS AND SKILLS:

1. Highly organized, creative, flexible, and adaptable, with superior verbal and written communication skills, interpersonal skills, and presentation skills.
2. Ability to work professionally, cooperatively, positively, effectively, and efficiently with both internal and external contacts via phone, email, or in either virtual or in-person meetings. This includes interactions with volunteers, meal recipients, colleagues, and community partners.
3. Ability to make decisions, prioritize, and pivot in a changing environment, anticipate future needs, respond to unanticipated events, and meet deadlines.
4. Occasionally lift and carry up to 25 lbs., stand continuously up to 4 hours, bend below the waist, and reach above the head.
5. Regularly sit, primarily at a desk or in meetings.
6. Ability to work in an office environment shared with other staff and volunteers, with frequent interruptions and noise.
7. Ability to work in a remote capacity occasionally or frequently as public health orders or other organizational circumstances may dictate.
8. Frequently engage in repetitive hand motion, grasping and fine hand manipulation for up to 4 hours per day, primarily for keyboarding.
9. Ability to learn, perform, and follow simple and complex calculations, instructions, and concepts.
10. Proficient at using and/or learning electronic systems. Comfortable working with Microsoft Office Suite; Google Workspace familiarity is a plus.
11. Ability to perform established duties, responsibilities, and expectations independently and with minimal supervision.
12. Occasionally drive own transportation, primarily for professional appointments, community outreach, and special events.
13. Adapt and respond flexibly, creatively, and patiently to various situations.
14. Exhibit a passion and enthusiasm for MOW Yolo's work and mission.

POSITION LICENSES/CERTIFICATIONS/VACCINATIONS:

1. Current California Driver's License
2. Proof of automobile insurance
3. COVID-19 Vaccination plus Booster

COMPENSATION AND BENEFITS:



\$22.00 per hour, payable per the regular payroll schedule and subject to applicable withholding and payroll taxes and other deductions required by law. Part time employees receive vacation and sick time accrual, paid holidays, and may elect to participate in a 401(k) Retirement Savings Plan.

APPLICATION PROCEDURE AND TIMELINE:

Please submit your resume to HR@mowyolo.org. Applicant screening will be ongoing as the goal is to welcome a new team member as soon as possible.

ABOUT MEALS ON WHEELS YOLO COUNTY:

The Meals on Wheels concept first arrived in Yolo County 50 years ago, when the need for low-income, homebound seniors to receive nourishing meals was identified by compassionate volunteers. By 1975, demand had increased, and the nonprofit now known as People Resources, Inc. – operating as Meals on Wheels Yolo County – took the lead to ensure the continuity of this important work. Not surprisingly, the service level has grown more than 50 times larger since those early days. Approximately 400 Yolo County seniors in need of assistance are now provided with five nourishing meals each week via three weekly wellbeing visits by a trained, caring volunteer. Focused upon building the organization's capacity and operational fortitude, "Operation Accelerate" is speeding ahead Meals on Wheels Yolo County's ability to nourish more seniors in more Yolo County communities, more nutritiously and more equitably in the near future.

All positions at Meals on Wheels Yolo County serve as ambassadors to ensure the resources needed for our success, and an innovative, entrepreneurial spirit is encouraged to accomplish both individual and organization-wide objectives. Visit our website for details about our programs and impact: www.mowyolo.org

****Meals on Wheels Yolo County is an Equal Opportunity Employer****