

**Job Title/Position:** *Volunteer*

**Reports to:** *Volunteer Coordinator*

**JOB DESCRIPTION SUMMARY**

The volunteer provides services according to his/her experience and training and in compliance with organization policies.

**ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES**

1. Serves as an integral member of the group amid various settings: meal delivery, meal packaging, courier service, volunteer greeter, office worker, pet food, special groups and/or administrative office duties.
2. Participates in general orientation.
3. Assists with homemaker chores, errands and meal preparation.
4. Maintains appropriate documentation for organization.
5. Meets all health requirements set by the organization.
6. Participates in volunteer support groups and/or educational in-services.
7. Maintains open communication and reports regularly to the Volunteer Coordinator.
8. Takes part in assignment of other duties (as needed) directed by the Volunteer Coordinator.
9. Participates in quality assessment performance improvement teams and activities.