

**Age Well Arrowhead
Groceries-to-Go Coordinator
Job Description**

Department: Client Services
Support From: Program Director
Time Commitment: 21 hours/week
FTE: .52
Schedule: Tuesday, Wednesday, & Thursday 8:30 a.m. – 3:30 p.m.
Travel Required: Approximately 20-40 miles/week

POSITION TITLE: Groceries-To-Go Coordinator

PURPOSE: To coordinate a volunteer supported grocery shopping and delivery service for older adults.

PRINCIPAL RESPONSIBILITIES

- Oversee the activities of the Groceries-To-Go program including taking orders, shopping, check-out, and delivery;
- Review orders for accuracy and organize for volunteer assignments;
- Deliver orders to grocery store and assist with shopping, check-out, and delivery as needed;
- Work with the Volunteer Coordinator to ensure volunteers are available to support program needs;
- Provide supervision and training to volunteers in the program;
- Participate in strategic planning activities to improve processes and support program growth;
- Communicate program updates or changes to clients, volunteers, and key store staff;

REQUIREMENTS

- Commitment to attention to detail & communicate effectively with client and Volunteer Coordinator both verbally and in writing if necessary
- Follow agency confidentiality guidelines as outlined by the agency;
- Ability to pass a background check;
- Ability to problem solve and provide excellent customer service;
- Ability to work independently and interdependently;
- Ability to communicate effectively both orally and in writing;
- Ability to utilize personal computer for recordkeeping, reporting, and communication;
- Ability to articulate and support Age Well Arrowhead mission and vision.

Employee Signature _____ Date _____