Christian Senior Services
Work Study Job Description
Title: Meals on Wheels/Animeals Assistant Coordinator – Work Study
Status: Work Study. This is not a paid position.

Program Definition:
**Meals on Wheels** delivers hot, nutritious meals 5 days a week to qualifying homebound seniors and disabled persons within Bexar County. **Animeals** provides a monthly supplement of pet food to active Meals on Wheels clients in order to subsidize pet food costs.

Broad Function: Responsible for the coordination and management of both the Meals on Wheels and Animeals program initiative, ensuring that both people and pet food are delivered to homebound clients.

Job Relationship: Supervised by the Volunteer Services Manager. Will work with Volunteer Services department to insure smooth daily operations of Meals on Wheels and Animeals programs.

Specific Work to Perform:
- Work 15 hours a week. Some evening/weekend hours may apply. Responsible for a wide variety of tasks, including, but not limited to: administrative duties, data entry, public speaking, logistics and volunteer coordination.
- Attend fairs and events as a representative of Meals on Wheels/Animeals
- Assist in the expansion of our services using guidelines set by other, similar programs.

Qualifications:
1. Strong verbal and written communication skills
2. Knowledge working with Microsoft Office products such as Word and Excel
3. Excellent time management skills
4. Prior volunteer management and/or public speaking experience helpful
5. No criminal record for theft, assault or other offenses of a personal or property nature. A criminal background check is required
6. Dependable transportation, which may occasionally be needed during work time. Christian Senior Services will reimburse for mileage driven on company business (minus travel to/from work).