Title: Animeals Program – Work Study

Status: Work Study. This is not a paid position.

Broad Function: Responsible for the coordination and management of the Animeals program initiative, ensuring that pet food and pet supplies 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 Animeals program.

Specific Work to Perform:

- Work 15 hours a week. This person is responsible for all administration duties, coordinating the volunteers and filling in for volunteers when needed.

- Arrange to expand our services within the framework of groups that already had systems in place to deliver meals to each individual client. This will maximize efficiency and allows us to focus our limited resources in the best possible way.

- Arrange AniMeals volunteers to come in monthly to package a month’s worth of meals for each pet on the program.

- Other volunteers deliver the packaged meals to MOW clients and other distribution sites.

- People enrolled in a MOW program who have pets are automatically eligible for AniMeals. If a client wishes to sign up for AniMeals service, relevant information is communicated through the MOW coordinator and the pet is enrolled. As long as the client continues to receive MOW deliveries, the pet may continue to receive AniMeals service.

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 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.