

## **Meals-On-Wheels Runner (no car required)**

**The Meals on Wheels Program offers healthy, affordable meals to seniors and people living with disabilities in the downtown West-end community. This service is an integral role in supporting independence and connection, as Runners are often the only person seen by the client in the course of the day. A brief chat and careful observation to ensure their well-being is a part of the job.**

### **Volunteer Duties & Responsibilities:**

- Friendly smile
- Arrive at the Meals on Wheels lounge by 10:30 am
- Collect the route book and any letters, bills or messages to be given out that particular day
- Meet the driver
- When meals arrive, check the order of meals according to the diets
- Accompany the driver on route, helping to direct him/her if necessary
- Distribute the meals carefully, watching for special diets
- Pause to talk and observe the general condition of each person
- Report back to staff when finished with any observations, and relaying any messages
- Inform the Meals on Wheels staff at least three days in advance if unable to come
- Participation in volunteer job related training workshops

### **Skills Required:**

- Must enjoy working with people
- Must have an interest in seniors and disabled persons` issues
- Must be friendly, reliable, patient, non-judgmental and non-discriminating

### **Orientation, Training and Benefits:**

- Staff provides orientation and training before volunteers are placed in the program
- On-going support provided by staff
- On-going training workshop opportunities and get-togethers provided throughout the year

### **Program Time:**

- 6 days a week (Mon-Sat) 10:30 am - 12:30 pm
- Weekday volunteers needed

### **Volunteer Commitment:**

- May volunteer bi-weekly, weekly or more
- Minimum 3 months commitment

### **How to Apply/Contact:**

Volunteer Program  
(416) 532-4828 ext. 171  
volunteers@westnh.org; daniellebe@westnh.org