



**Position:** Meals on Wheels Coordinator  
**Company:** Community Emergency Assistance Programs (CEAP)  
**Status:** Part-Time, Non-Exempt (28 hours per week)  
**Salary:** Commensurate with Experience

**Summary:** This position administers and coordinates the Meals on Wheels program and maintains all appropriate documentation and data. Supports the supervision and training of volunteers for daily meal preparation and delivery. Supports client intake, resource assessment, and home visitations. Works with Meals on Wheels staff in Brooklyn Center and Crystal and is part of a dynamic senior services team.

**Major Responsibilities & Activities:**

- Participates as a member of the CEAP team in fulfilling the overall mission of the agency.
- Supports intake process with all Meals on Wheels clients, coordinate meal preparation and delivery.
- Participates in follow up processes and home visitations as required by contracts or deemed appropriate, assist clients in Food Support applications, provides other community resource information.
- Maintains on-site health standards.
- Supports necessary documentation on clients, program data, program outcomes, demographics, and other statistics required for reporting purposes and according to agency procedures.
- Participates in program planning and evaluation.
- Supervises and trains volunteers involved in the preparation and delivery of meals. Works in coordination with the Volunteer Coordinator to recruit volunteers.
- Serves as a representative and ambassador for CEAP in the community at large.
- Provides staff support to maintain other CEAP Family Service programs and services.
- Performs other duties as assigned by supervisor or CEAP management.

**Position Requirements:**

- Experience in human services, service industry, or other appropriate area.
- Strong organizational skills, problem-solving ability, active listening and excellent communication skills.
- Must be able to work with a diverse community.
- Must be computer literate, and willing to learn new technology needed for the program.
- Must be self-directed and detail oriented.
- Must be committed to joining with others to find constructive ways to eliminate racism, inequality, poverty and alienation in our community.
- Must have a valid MN Driver's License a clean driving record.

**To apply for this position, forward your resume and cover letter to:**

- Holli Rolfe\_ Director of Finance and Administration
- [Holli.Rolfe@ceap.com](mailto:Holli.Rolfe@ceap.com) No phone calls please.