



## Volunteer Position Description Satellite Coordinator

### Purpose of Position

To ensure the successful and accurate distribution of meals to volunteers from an assigned satellite distribution location.

### Supervisor

Distribution Staff, Colorado Springs Volunteer Coordinator

### Responsibilities

- Establish and maintain effective communication with volunteer delivery drivers who deliver from assigned satellite location
- Coordinate weekly distribution of meals from satellite, including unloading satellite shuttle vehicle, sorting meal bags, and assisting delivery drivers in loading meal bags for delivery
- Act as meal delivery driver, delivering a route if needed
- Forward satellite coordinator reports to Distribution Coordinator via email or fax
- Communicate weekly with the Distribution Coordinator and the Volunteer Resources Coordinator regarding scheduling, challenges, and concerns
- Respect and maintain all aspects of client confidentiality
- Respect and maintain appropriate boundaries with clients, staff, and volunteers
- Honor the diversity of Project Angel Heart's clients, staff, and volunteers

### Qualifications

- Age 18+
- Completion of volunteer orientation and paperwork
- Completion of meal delivery training and review of meal delivery guidelines
- Successful completion of background check
- Excellent communication skills
- Solid organizational skills
- Ability to lift 25lbs

### Work Environment/Physical Activities

Meal distribution takes place at an outdoor satellite location in various weather conditions; activities will include bending and lifting.

### Dress Code

As a representative of Project Angel Heart, a professional image must be maintained to instill confidence about our organization in the minds of our staff, clients, donors and volunteers. For confidentiality reasons, please do not wear any clothing with Project Angel Heart's name or logo, including t-shirts, hats, or sweatshirts.



### **Schedule**

Denver: Saturdays 12:30-1:30pm, occasionally 12:30-3:00pm. Colorado Springs: Saturdays 9:45-10:30am, occasional 9:45am-12:30pm.

### **Commitment**

Six month minimum