

SITE COORDINATOR – MEALS ON WHEELS Norwood
Part-Time – Monday – Friday 9 am-1 pm

Meals on Wheels Program: Site Coordinator needed to manage the daily operation of the Meals on Wheels Program.

Responsibilities

- Manage and assist all activities of the Nutrition site
- Coordinate the delivery and serving of lunches to homebound elders
- Plan programs
- Recruit, train and supervise volunteers
- Maintain project records
- Deliver meals as needed

Qualifications:

- Strong organizational, interpersonal skills
- Able to deliver meals to homebound elders as needed
- Experience with community-based programs and coordinating outreach activities preferred. ServSafe Certification preferred
- Must have a valid MA driver's license and provide own transportation

Salary: \$15.25 per hour

Benefits:

- Eligible for paid vacation, paid sick leave and holidays
- Employee assistance program

Interested applicants should submit a resume or HESSCO application to Carrie Ganz c ganz@hessco.org.