

Meals on Wheels Student Placement

The Student Placement maintains the administrative and information systems to support the community care and wellness for seniors. The student placement will support the CCWS department on throughout the department to support different managers. The position requires a motivated individual who is eager to learn about community building but can perform the detailed day to day administrative operations necessary to implement the program critical to community building.

Length of Placement: full year placement, September 2017 – April 2018

Program requirements: this position would be ideally suited to a second year Social Service Worker or Community Development Worker

Remuneration: This is an unpaid placement

Location: 815 Danforth Ave

Responsibilities:

- Provide on-going support as needed to the Community Care and Wellness for Seniors staff (CCWS)
- Collect and enter data into database
- Generate comprehensive accurate reports to provide staff with timely information
- Help staff prepare for the daily Meals on Wheels delivery by preparing packages and food
- Assist with event planning and preparation (can include volunteer information sessions and thank-you events)
- Assist the staff team to prepare Meals on Wheels routes, act as a back-up runner when required
- Answer phones and book appointments for clients seeking transportation

Requirements:

- Strong organizational, analytical, and problem-solving skills consistent attention to detail
- Capacity to work independently and effectively, prioritizing multiple tasks
- Ability to manage changing deadlines and work well under pressure, in a fast-paced team environment
- Strong interpersonal skills
- Ability to maintain confidentiality
- Excellent written and verbal communication skills
- Ability to work effectively with people from ethnically and socio-economically diverse backgrounds
- Ability to work independently and with minimal supervision
- Candidates must be able to lift 15lbs.
- This role requires moving, lifting and bending

Interested applicants should apply to volunteer@woodgreen.org with your resume and cover letter outlining why you are interested in this role.