

cultiver  
cuisiner  
partager



food  
people  
community

Santropol Roulant is hiring !

## Meals-on-Wheels Volunteer Coordinator

*Santropol Roulant is looking for an organised and caring person for a new, one-year position*

### About Santropol Roulant

Santropol Roulant uses food as a vehicle to break social isolation between generations. Creatively and collaboratively, we strengthen and nourish our local community with our novel approaches to active community engagement, youth leadership, food security and social inclusion.

The Roulant's staff is young and dynamic with job descriptions and responsibilities that sometimes exceed their experience. As such, opportunities to learn and grow are key benefits of working at Santropol Roulant. Our working culture supports staff members in developing the skills required to ensure that our collective impact matches organizational and personal aspirations.

### About the Meals-on-Wheels Program

Five days per week, fifty-two weeks per year, Roulant volunteers deliver healthy meals and a friendly visit to Montrealers living with a loss of autonomy in 8 neighbourhoods across the city by bike, on foot, by car and by public transport.

What makes our Meals-on-Wheels (MoW) service unique is our intergenerational approach whereby we create opportunities for people of different generations to come together in ways that are nourishing to both. The active engagement of members of our community allows our clients to continue to live at home with dignity, and for volunteers to contribute meaningfully to the health and well-being of their community.

### About the Meals-on-Wheels Volunteer Coordinator Position

As the Roulant has grown, so have the needs of our volunteer program. We are excited to be offering this new position to complement Ben's responsibilities as the Volunteer Engagement Coordinator. The coordinators will work in partnership while each managing separate areas of the program.

The MoW Volunteer Coordinator will use their creativity and organisation skills to balance the daily demands of running a meal delivery service with the larger vision of community engagement through volunteering. In conjunction with the Client Community Coordinator and the Kitchen Co-Manager, they will compose the MoW Core, the decision-making structure responsible for ensuring the quality, vision and development of the service.

This position offers a unique opportunity for a collaboratively-minded young person to grow into a leadership position in a supportive learning environment.

### Key responsibilities

#### *Coordination of MoW Volunteers :*

- Welcome and support volunteers with diverse needs and abilities
- Ensure that daily volunteer shifts for the MoW are filled by doing outreach, providing training and following up as necessary
- Be present and available to volunteers and potential volunteers who stop by, call, or email
- Support volunteers in addressing conflicts, intervening where necessary
- Care for and make improvements to the volunteer lounge so that it remains clean and welcoming
- Manage the maintenance of our cars, backpacks and other tools that volunteers use on a regular basis

#### *Meals-on-Wheels Management and Development :* (in collaboration with other members of the MoW Core)

- Ensure the daily delivery of the meals-on-wheels service, with special attention paid to the volunteer experience
- Take a lead role in organising projects linking volunteers and client members, such as the intergenerational events and the organic vegetable basket program
- Make changes and improvements to the MoW service as required to ensure that it remains aligned with our strategic plan and that the long-term needs of our meals-on-wheels community are met

*Volunteer Program Coordination:* (in collaboration with the Volunteer Engagement Coordinator)

- Create and organise events and activities to celebrate and express appreciation for our volunteers
- Provide mutual support for volunteer-related activities, ranging from daily tasks to program development

**As a member of Santropol Roulant's staff team,** participate in collective responsibilities such as staff meetings, hiring committees, event planning committees, and other collaborative projects.

**We are looking for candidates with the following interests, skills and experience:**

- Passionate about the mission, values and approach of Santropol Roulant
- Excellent interpersonal, active-listening and communication skills in French and English; very approachable
- Highly organized and detail-oriented
- Passionate about social inclusion, with experience working with people with diverse needs and abilities
- Ability to balance taking initiative and working collaboratively - experience in collaborative work environments an asset
- Driver's license and willingness to drive in Montreal (this requirement to be waived for a person with a physical disability)
- Ability to balance long term objectives and short term priorities while working in a vibrant community space with frequent interruptions

**Contract Details :**

This is a full-time (40 hours / week) **one year** position with a possibility of extension based on availability of funding. The forecasted start date is June 27th, 2016. The schedule is Monday-to-Friday 6 months per year, and Tuesday-to-Saturday 6 months per year. This is a salaried position at \$15.33 per hour, in accordance with Santropol Roulant's Salary Policy which also includes health and professional development benefits and annual salary augmentations.

As an organization that works to break social and economic isolation and bring people together across social barriers, Santropol Roulant recognizes that people who experience structural oppression and marginalization have a lot to offer our community. People of colour, those recently arrived from other countries, people with disabilities, women, two-spirited and queer people, trans people, and other candidates who experience marginalization are strongly encouraged to apply and to self-identify in their cover letter.

Our primary office space is step-free and has an accessible washroom, but our second floor and basement are not wheelchair accessible. **This position in particular may be well suited for people with limited mobility** depending on their circumstances. Please contact Stephanie (514-284-9335, stephanie(at)santropolroulant.org) if you have any questions about the accessibility of our work area.

**To apply,** please drop off or email your CV and cover letter addressed to Stephanie Childs at 111 Roy East or rh(at)santropolroulant.org by **Monday June 6th at 9am**. Due to the large volume of applications anticipated, we will unfortunately only be contacting candidates who are chosen for an interview. Please visit our website at santropolroulant.org or contact Stephanie Childs at 514-284-9335, stephanie(at)santropolroulant.org with any questions or clarifications.