

Job Description

Congregate Site Coordinator

Meals on Wheels Central Texas is looking for our next rock-star Site Coordinator for our Congregate Senior Center program for our Rural areas (Jones Town, Manor and Del Valle).

The ideal candidate is punctual, outgoing, and organized with great people skills and administrative abilities. The Site Coordinator will greet seniors and prepare center for the lunchtime meal service, ensuring that health and safety standards are met and that a pleasurable environment is maintained. Other duties include administrative tasks, assisting participants with forms, and completing other required paperwork accurately with timely submissions.

The Site Coordinator position is a 15 hour per week part time position.

Set schedule is ON CALL, 10 am to 1 pm. \$15.00/hour

Occasional meetings occur in-office at Meals on Wheels Central Texas, 3227 East 5th Street.

To find out more about the Congregate Meal Program, please visit <https://www.mealsonwheelscentraltexas.org/programs/senior-centers>.

All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity or expression, genetic information, disability, veteran status, sex or age or any other legally protected status.

Skills/ Requirements

- High school graduate or GED
- One year of office experience
- Dependable transportation
- Regular and dependable attendance
- Experience with volunteers and elderly clients preferred
- Detail oriented with strong organizational skills
- Ability to work independently while exercising good judgement
- Friendly, enthusiastic and committed to the goals of MOWCTX

Apply Here: <https://jobs.mealsonwheelscentraltexas.org/jobs>