

## **MEALS NETWORK COORDINATOR Position Description 2022-23**

### **Purpose of the Position:**

The Meals Network Coordinator is part of the Caring Network at Foothills Unitarian Church.

In collaboration with Rev. Elaine Aron-Tenbrink, the Meals Network Coordinator sets up meal delivery to people in our community in need of support.

### **Responsibilities:**

- Contact people who have requested meal delivery to find out their dietary needs, delivery preferences, and other pertinent information.
- Create personalized sites for recipients on MealTrain.com
- Share out the personalized Meal Train site to members of the Meals Network on PCO and anyone else the recipient has identified.
- Monitor Meal Train sites for signups. If there are very few, share it on Facebook or other appropriate church networks.
- Respond to Meal Train requests within 48 hours.
- When you will not be available to respond to requests within 48 hours, please let Rev. Elaine or know so that we can find someone to cover for you.
- Collaborate with Rev. Elaine once a year on a simple expression of appreciation for Meal Train volunteers.

### **Qualifications:**

Coordinator will:

- have excellent, clear communication skills via email, text, and phone.
- have a compassionate spirit and good boundaries.
- be willing to reach out and communicate with people they do not know.
- be reliable with excellent follow-through.

### **Amount of Time Required:**

Coordinator will typically devote anywhere from 1- 5 hours a month to this role. This varies widely from month to month.

### **Length of Commitment:**

One year, with the possibility of an additional one-year renewal.

### **Training and Support Provided by:**

Rev. Elaine Aron-Tenbrink (Assistant Minister for Pastoral Care) and past Meals Network coordinators as available.

### **Responsible to:**

Rev. Elaine Aron-Tenbrink