



CLIENT CONNECTOR

GOAL: Serve as an ongoing advocate for the aging population by providing access to basic grocery needs and regular well-being check-ins for Help At Your Door's clients.

Duties and Responsibilities:

- On a regular schedule, contact each assigned client by telephone to take their grocery order (each order takes 20-30 minutes to complete).
- With client, and using the online ordering system, identify and select each requested item.
- As needed, offer product alternatives if requested item is unavailable.
- Read order back to client before completing each call.
- Update status of each client not ordering using the online ordering system.
- Report volunteer hours using the online ordering system at the end of each shift.
- Alert Help At Your Door office of any client concerns or additional needs.
- Read volunteer e-newsletter and email updates to keep up on current news.
- Use online calendar to note absences and vacations in a timely manner.
- Maintain client confidentiality.

Requirements:

- Attend training and complete practice assignment before being assigned clients.
- Commitment of one to two hours weekly or bi-weekly. One year commitment requested.
- Provide two weeks' notice when ending role to allow for transition of clients to a new volunteer.
- Computer, internet and/or database skills. Must have a reliable computer or tablet, access to the internet and ability to use the telephone while on the internet.
- General knowledge of grocery products.
- Ability to patiently work with an elderly adult on the phone while entering an order.
- Fluency in English (read, write, speak, and understand).
- Complete a volunteer application and criminal background check.
- Interest in Help At Your Door's mission of helping seniors remain at home.
- When possible, visit one of the stores one morning at 7:00 a.m. to shadow a shopper.

Reports To: Client Service Specialist or Volunteer Manager

For More Information Contact:

Help At Your Door

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