



Jayhawk Area Agency on Aging, Inc.
Choosing Healthy Appetizing Meal Plan Solutions for Seniors (CHAMPSS)
Volunteer Administrative Support Description

Department: CHAMPSS

Reports To: CHAMPSS Coordinator

Summary: CHAMPSS allows seniors age 60 and older to choose from different entrees and eat spontaneously at their convenience seven days a week at CHAMPSS locations throughout Shawnee, Jefferson, and Douglas County. CHAMPSS is funded partially by Older Americans Act (OAAA) funds and partially by donations of those who participate in the program. CHAMPSS customers enroll in the program by completing a Uniform Program Registration (UPR) form required by Kansas Department for Aging and Disability Services (KDADS) These forms must be renewed on a yearly basis from the time of initial sign up.

Essential Responsibilities:

- ◇ Assist in collating, stuffing, and sealing envelopes for monthly CHAMPSS renewal mailing.
- ◇ Reminder calls to participants regarding renewal forms.
- ◇ Maintain client confidentiality at all times
- ◇ Volunteers who work in this role do not take inbound phone calls or field questions from the public.

Eligibility:

- ◇ Complete a Jayhawk Area Agency on Aging Volunteer Application.
- ◇ Complete a Kansas Bureau of Investigation (KBI) background check
- ◇ Understand the importance of confidentiality.
- ◇ Ability to follow guidance and instructions.
- ◇ Detail-oriented
- ◇ Dependable and punctual

Time Commitment:

- ◇ One or two days monthly for 4 hours.

Supports:

- ◇ Full training to prepare you for all aspects of your role and on-going training as needed.
- ◇ On-going support from the CHAMPSS Coordinator.

Benefits:

- ◇ Knowing that your support is contributing to the efficiency of the CHAMPSS program.