General Volunteer Job Descriptions

**Position Description: Food Volunteer**
To ensure that volunteers and patients have the food/beverages that they need during project hours

**Responsibilities/Activities:**
- Assist the Food and Beverage Committee in setting up food distribution area
- Prepare food for patients/volunteers
- Distribute food to patients/dentists

**Timeframe:**
- Four-hour shifts on project days

**Supervision:**
- Food and Beverage Committee Chief

**Training:**
- Any necessary training will be provided on-site

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**Position Description: Interpreter**
To ensure non-English speaking patients get the information and services they require

**Responsibilities/Activities:**
- Assist non-English speaking patients through the clinic process, providing translation services as needed

**Timeframe:**
- Four-hour shifts on project days

**Supervision:**
- Volunteer Committee Chief

**Training:**
- Any necessary training will be provided on-site
**Position Description: Patient Escort**
To manage patient flow

**Responsibilities/Activities:**
- Assist patients through registration process, medical/dental screenings, procedures, and exiting the clinic

**Timeframe:**
- Four-hour shifts on project days

**Supervision:**
- Volunteer Committee Chief

**Training:**
- Any necessary training will be provided on-site

**Position Description: Patient Registration**
To register patients for services

**Responsibilities/Activities:**
- Answer patient questions about registration process
- Collect necessary information for patient charts
- Direct patients to appropriate seating area
- Collect data as patient exits
- Ensure completed records are filed properly

**Timeframe:**
- Four-hour shifts on project days

**Supervision:**
- Patient Registration Chief

**Training:**
- Any necessary training will be provided on-site by patient registration leaders
**Position Description:** Parking/Security Volunteer

Provide guidance for purposes of parking and other assistance as needed for attendees, staff, and others during MOM project events

**Responsibilities/Activities:**

- Guidance of vehicular traffic for parking in pre-defined and appropriate areas
- Oversight of a safe and secure area for attendees and staff in pre-defined parking areas
- Assistance through guidance and information for MOM project attendees

**Timeframe:**

- Four-hour shifts on project dates

**Supervision:**

- Parking/Security Section Chief

**Qualifications:**

- Ability to stand for long periods and work in inclement weather

**Training:**

- To be provided during orientation

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**Please note:** General volunteers are asked to be flexible. Due to the unknowns of the project (*client numbers*), volunteers may be used in different capacities depending on the need. Volunteers could be asked to serve as place holders for clients, to file patient records, etc.