

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

[Type text]



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
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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

[Type text]



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

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.

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