

## Volunteer Position Description

*This form should be used by SSCHC staff to request volunteers, assist with recruitment and successful match, and inform volunteers of their duties.*

**Position Title:** Interior Designer

**Department:** WIC (Women, Infants, and Children)

**Direct Site Supervisor:** Katy Murphy

**Location:** 1337 S. Cesar Chavez Dr., MKE WI 53204

**Number of Volunteers Requested:** 1

**Would you like to interview candidate(s) yourself?**  Yes  No

**Can this position be filled by Service Learning Students?**  Yes  No

*Service Learning students typically commit to 10-30 hours over one semester (approximately 4 months).*

**Purpose for Volunteer Position:** The Sixteenth Street Community Health Centers' Women, Infants, and Children Program is working to improve our existing clinic space for our staff and families. We are seeking a volunteer to assist in designing a lobby that improves clinic flow and meets the needs of our families and staff. This project will be a combination of off-site and on-site work.

**Benefits to the volunteer:** Volunteering at Sixteenth Street WIC provides an opportunity to showcase your professional skills while contributing to improving services for families in Milwaukee. This is a great resume-builder for a student, new graduate or anyone looking to get experience in designing for health care and/or educational sites.

**Time Commitment:**

- One time \_\_\_\_\_
- Specific time period Project to be completed by September 2018
- Special Project
- Ongoing opportunity \_\_\_\_\_

**Client/patient population volunteer will serve (if applicable):** Volunteer will not have direct patient/client contact, however project will positively impact all WIC participants with improved flow, efficiency, and comfort.

**Duties of volunteer:** Tour facility, meet with department, design potential mock up(s), price out any additional costs/work within budget provided.

**All volunteers:** a PPD (TB) test is required at no cost. In addition, if volunteer will have direct patient contact, volunteer must provide proof of MMR, TDap, and varicella vaccinations.

**Will volunteer have direct patient contact and require vaccine documentation?**  Yes  No

**Qualifications required or preferred:** Work or school background in interior design, interior decorating, architecture, or other art/design/planning related field.

**Training provided to volunteer:** Volunteer will complete mandatory 1-hour Human Resources Volunteer Orientation. Background of project, program, staff and families served as well as budget and allowable costs will be provided to volunteer at start of project by program director, Katy Murphy.

**Is a background check required for this position?**  Yes  No  
**If Yes, why?**  Volunteering with children  Other; please state reason \_\_\_\_\_

**Prepared By:** Katy Murphy **Date:** 6/21/18

I agree that I have read, understand, and agree to carry out the above SSCHC Volunteer Position.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I agree to provide the training listed above and to ensure the volunteer is prepared to carry out his/her role. I agree to provide ongoing or updated training as needed.

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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For office use only:

Volunteer needs:  Key  E-mail set-up  Computer access (list programs below)  
 ID badge  Other \_\_\_\_\_