

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: Landscape Maintenance Volunteer Department: Facilities

Direct Site Supervisor: Building Facility Technician Location: Milwaukee Clinic locations

Number of Volunteers Requested: 1-3

Would you like to interview candidate 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 Assignment: To provide our patients, clients, participants, and neighbors with the best experience at SSCHC, we want our environment to reflect our care for and pride in our community.

Benefits to the volunteer: Enjoy the outdoors! Help SSCHC maintain a beautiful facility that makes our patients, clients, and participants feel welcome.

(days of the week, specific dates, times)
Time Commitment: One time _____
 Specific time period Planting & Growing Season (~April – September); 2 – 3 times per week (need may fluctuate)
 Special Project _____
 Ongoing opportunity _____

Client/patient population volunteer will serve (if applicable) All SSCHC clients and patients

Duties of volunteer: Volunteer will be assigned to 1 or more SSCHC locations. Volunteer will water outdoor plants at assigned building(s) 2 – 3 times per week, as needed, preferably in the mornings. Additional plant or landscape maintenance or light outdoor cleaning may be added if interested.

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: (software, physical activity, Spanish fluency)
Gardening, landscaping or personal lawn/yard maintenance experience preferred. Ability to stand, walk, squat, and carry a hose required. Volunteer needs to be available to make multiple visits each week.

Training provided to volunteer: (name or type of training(s) required for this role and name of staff who will conduct training(s))
Volunteer will complete a 1-hour Human Resources Volunteer Orientation. Volunteer will receive training related to the assigned task(s) from Building Facility Technician.

Is a background check required for this position? Yes No
If Yes, why? Working with children Other; please state reason _____

Prepared By: Kate Jaeger

Date: 04/13/2017

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: _____

For office use only:

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