

## 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: Neighborhood Cleanup Crew

Department: Facilities/Volunteers

Direct Site Supervisor: Kate Jaeger/Volunteer Manager

Location: Chavez & Greenfield  
SSCHC locations – South Cesar  
Chavez Avenue

Number of Volunteers Requested: minimum of 2, no maximum

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, and participants with the best experience at SSCHC, we want our environment to reflect our care for and pride in our community. We want to be exceptional neighbors!

Benefits to the volunteer: Enjoy the outdoors! Help SSCHC maintain a beautiful facility that makes our patients, clients, and participants feel welcome; additionally, we want to take care of and show respect for the greater neighborhood we are fortunate to belong to.

(days of the week, specific dates, times)

Time Commitment:  One time \_\_\_\_\_  
 Specific time period \_\_\_\_\_  
 Special Project \_\_\_\_\_  
 Ongoing opportunity: Crew will volunteer on a regular basis, or as needed.

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

Duties of volunteer: Volunteers, in pairs or groups, will walk around the SSCHC property and immediate neighborhood picking up trash and clearing other debris to improve the appearance of our facility and demonstrate respect and appreciation for our neighbors.

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)  
Ability to stand, walk, bend and lift approximately 10 pounds required. Volunteer makes a minimum 3-month commitment.

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 Volunteer Manager.

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: \_\_\_\_\_

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For office use only:

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