

## 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:** Technology Resource/PC Trainer

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

**Direct Site Supervisor:** Courtney Jankowski  
Health Project Coordinator

**Location:** WIC Project – Greenfield Building  
1337 S. Cesar Chavez Drive – MKE 53204

**Number of Volunteers Requested:** 1

**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:** WIC staff utilize technology for the day-to-day operations of serving women and young families with nutrition education and benefits. A volunteer will help staff learn how to more fully and more efficiently use the technology available to them to better serve the community.

**Benefits to the volunteer:** Volunteer will gain experience in teaching/training, both 1 on 1 and in groups, as needed/desired. Volunteer will learn about office- and WIC-specific technology tools. Volunteer may gain experience in evaluating effectiveness of teaching/training, as needed/desired.

(days of the week, specific dates, times)

**Time Commitment:**  One time \_\_\_\_\_  
 Specific time period \_\_\_\_\_  
 Special Project \_\_\_\_\_  
 Ongoing opportunity Shifts available Mon through Thurs 8 AM – 6:30 PM;  
opportunities to teach/train groups on Wed mornings 8:00 – 9:30 AM.

**Client/patient population volunteer will serve (if applicable):** WIC staff, including Registrars, Health Screeners, Nutritionists, and Registered Dietitians.

**Duties of volunteer:** Volunteer will serve as a resource for WIC staff in troubleshooting technology/PC-related questions. Volunteer may develop training resources and/or presentations to address popular topics/problems, new tools, or common questions to be used 1 on 1 or in groups.

**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)

A successful volunteer will embrace both the SSCHC Mission and the WIC Mission. An interest in teaching/training, PC/Office 365/Microsoft Office proficiency, excellent customer service and communication skills, patience, experience (or desire to learn) giving group presentations.

**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 attend mandatory 1-hour Human Resources orientation. Volunteer will receive overview of WIC Project and role-specific tasks from Health Project Coordinator (Courtney Jankowski).

**Is a background check required for this position?**  Yes  No

If Yes, why?  Working with children  Other; please state reason \_\_\_\_\_

Prepared By: Courtney Jankowski/Katy Murphy/Kate Jaeger

Date: 08/15/2017

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 \_\_\_\_\_