

## 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: Build-a-Fence Project Assistant

Department: Facilities

Direct Site Supervisor: Michael Parker/Facilities Manager

Location: Chavez Clinic -  
1032 S. 16<sup>th</sup> Street

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. The fence at our Chavez location needs to be repaired/rebuilt.

Benefits to the volunteer: Enjoy the outdoors! Help SSCHC maintain a beautiful facility that makes our patients, clients, and participants feel welcome. Sense of accomplishment in completing a small construction project.

(days of the week, specific dates, times)

Time Commitment:  One time \_\_\_\_\_  
 Specific time period \_\_\_\_\_  
 Special Project Build a fence; project scheduled for Spring 2017  
 Ongoing opportunity \_\_\_\_\_

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

Duties of volunteer: Volunteer will assist Facilities staff in building wooden fence. Volunteer will assist in clean-up of the work area. Work takes place outdoors.

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)  
Fence-building/construction skills and experience required. Ability to stand, walk, bend, lift 50 pounds required.

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 Human Resources Volunteer Orientation if project lasts for 3 or more shifts. Volunteer will complete Volunteer orientation paperwork. Volunteer will receive project-specific training from Facilities Manager and/or Technician Staff.

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 \_\_\_\_\_