

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: Human Resources Clerk
Direct Site Supervisor: Sue Raymond, VP of HR

Department: Human Resources
Location: Greenfield Building
1337 S. Cesar Chavez Dr, 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: Sixteenth Street Community Health Centers is a paperless work environment. This allows us to maximize the use of cloud-based technology and work efficiently regardless of our location. In order to maintain a paperless environment, we need to continually scan paperwork into the Human Resources' network drive.

Benefits to the volunteer: Volunteer will gain experience in a professional office setting as well as learn more about non-profit operations. Volunteer will have the opportunity to use professional office equipment.

(days of the week, specific dates, times)

Time Commitment: One time _____
 Specific time period _____
 Special Project: Volunteer needed until scanning is completed; schedule is flexible Mon - Fri, 8 am - 4:30 pm
 Ongoing opportunity:

Client/patient population volunteer will serve: Volunteer will aid in Human Resource operations running more smoothly and efficiently, indirectly allowing all of our staff to best serve SSCHC's patients, clients, and families. Volunteer will not have direct patient or client contact.

Duties of volunteer: Scanning HR documents into department-specific network drive.

All volunteers: a PPD (TB) test is required at no cost. In addition, if volunteer will have direct patient contact or work with children, 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: Knowledge of Microsoft Office Suite (Outlook, Word, Excel) required.

Training provided to volunteer: Volunteer will complete a 1-hour Human Resources Volunteer Orientation. Volunteer will receive task-specific training from Human Resources Department staff.

Is a background check required for this position? Yes No

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

Prepared By: Juan C. Moya

Date: 04/13/2018

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 _____