



General Volunteer Job Descriptions

Hospitality/Food: Serve meals and refreshments to patients and volunteers and clean-up food service areas. Assure ice, drinks, snacks and paper supplies are regularly restocked.

- Friday &/or Saturday Shift 1: Time 4:15am to 11:30am / Shift 2: Time 11:00am to 7:00pm

Parking/Security: Ensure orderliness of everyone at the event and help with directing traffic.

- Friday &/or Saturday Shift 1: Time 4:15am to 11:30am / Shift 2: Time 11:00am to 7:15pm

Patient Greeter: Greet patients and explain how the program works and what procedures can be done, comfort patients, and direct patients to where they need to go.

- Friday &/or Saturday Shift 1: Time 4:30am to 12:00pm / Shift 2: Time 11:30am to 6:15pm

Patient Entertainment: Entertain patients waiting in line outside and inside the clinic, anything from mascots to someone in a funny hat talking to patients.

- Friday &/or Saturday: Time 7:00am to 4:00pm

Patient Registration: Pass out patient numbers as directed, register patients for the NM MOM clinic including completing the patient information and waiver forms. Maintain patient treatment order and escort patients as needed.

- Friday &/or Saturday Shift 1: Time 4:30am to 12:00pm / Shift 2: Time 11:30am to 6:15pm

Patient Escorts: Escort patients throughout the NM MOM clinic, including smoking and bathroom breaks. Patients cannot walk around the NM MOM clinic unescorted. Some escorts will be in charge of specific areas to maintain line order.

- Friday &/or Saturday Shift 1: Time 4:30am to 12:00pm / Shift 2: Time 11:30am to 6:45pm

Patient Exit: Ensure patients exit the facility with patient bags after completing a patient survey. Help families and groups reunite while ensuring patients do not leave the area or reenter the clinic.

- Friday &/or Saturday Shift 1: Time 5:15am to 12:30pm / Shift 2: Time 12:00pm to 7:15pm

Translators: Assist patients by interpreting for them in all clinic departments. Individuals who are fluent in Spanish or Navajo are of particular need. Individuals who are proficient in American Sign Language are also needed.

- Friday &/or Saturday Shift 1: Time 4:30am to 12:00pm / Shift 2: Time 11:30am to 6:45pm

Volunteer Check-In: Greet and check-in volunteers. Ensure that a volunteer packet, t-shirts, badges and assignments are passed out. Ensure volunteer waiver has been signed and collected for each volunteer.

- Friday &/or Saturday Shift 1: Time 4:15am to 12:30pm / Shift 2: Time 12:00pm to 7:00pm

Waste Management: Empty all waste and help with general clean-up.

- Friday &/or Saturday Shift 1: Time 6:15am to 12:30pm / Shift 2: Time 12:00pm to 7:15pm

Set-up & Tear Down: Help us set-up and tear down our clinic. Set-up is on Thursday and Tear Down is on Saturday. We need lots of help!

- Thursday 10:30am to 4:30pm & Saturday 7:00pm to 12:30am

As Needed: Willing Hands to Help! If you are undecided please choose this option.

Please be Flexible!