



An Affiliate of  UnityPoint Health

VOLUNTEER POSITION DESCRIPTION

Title/Position: Fundraisers and Events Partner

Goal of Position: To assist in the planning and organizing of Volunteer Services Fundraisers and Events.

Sample Activities/Duties:

1. Help plan Volunteer Services events
2. Answer phones and make phone calls
3. Set up and clean up during events
4. Promote events
5. Light typing
6. Stuff envelopes and put files together
7. Coordinate volunteer schedules
8. Operate Microsoft Word, Excel, and other computer programs
9. Shadow the Volunteer Services Manager

Time Frame:

Length of commitment: 12 months

Length of shift: 2 to 3 hours

Scheduling: Varies and agreed upon by Department Manager and volunteer
No Holidays or weekends

Worksite: Volunteer Services Office

Minimum age: 14

Qualifications Sought:

1. Must be willing to work in a team environment focused on Lucas County Health Center's Core Values
2. Must be willing to interact with patients and staff in a positive and friendly manor
3. Must be able to read and write
4. Good verbal communication skills
5. Confidentiality is CRITICAL
6. Understand how to complete job tasks
7. Communicate adequately with patients and staff as necessary

8. Understand and follow safety guidelines
9. Understand the Volunteer Handbook and all Clinic and Hospital policies and procedures
10. Must understand and follow Lucas County Health Center's Core Values
11. Must be able to lift 20 lbs.
12. Computer skills are recommended
13. Ability to multi task

Benefits:

1. Being a member of a team that focuses on Lucas County Health Center's Core Values
2. Free meal or snack provided during shift at Bistro or Gift Shop
3. Discount of 20% at Gift Shop
4. Invitation to all LCHC Volunteer Services recognition events, open house, and Hospital Week and Holiday activities

For Further Information:

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