

## Volunteer Job Descriptions

<b>Department</b>	<b>Examples of responsibilities assigned to volunteers</b>	<b>Days</b>
<i>Administration</i>	type, file, photocopy and other clerical duties as needed	Monday - Friday
<i>Child Life</i>	assist with patient activities, organize and distribute donations, help keep toy closet organized, light clerical work as needed	Monday - Friday
<i>Engineering</i>	assist with general maintenance and equipment repair, light carpentry and other assistance as needed	Monday - Friday
<i>Environmental Services</i>	answer phone, type letters and memos and maintain files and management data as needed	Monday - Friday
<i>Fiscal Services</i>	sort/file donation acknowledgements & invoices and other clerical work as needed	Monday - Friday
<i>Front Desk</i>	greet & sign-in visitors at reception desk, accept donations, deliver flowers to patients, answer phones and other clerical work as needed	Monday - Friday
<i>Materials Management</i>	receive, ship, stock and deliver supplies, fill stock requisitions and other duties as needed	Monday - Friday
<i>Media Resources</i>	label slides, sort photographs, set-up and run audiovisual equipment and other duties as needed	Monday - Friday
<i>Medical Records</i>	file, pull & sort patient charts and other clerical work as needed	Monday - Friday
<i>Nutritional Services</i>	serve lunch/dinner to patients, help set-up and clean-up patient areas before and after meals	Monday - Friday
<i>Nursing Units</i>	help patients get ready for meals and bedtime, assist with feeding, entertainment, activities and homework, answer phones and other duties as needed	Monday - Friday
<i>Operating Room</i>	transport patients to/from patient units, deliver samples to/from lab, assist with supplying and stocking unit	Monday - Friday
<i>Outpatient Clinic</i>	file, photocopy, type and other clerical work as needed	Monday - Friday
<i>Professional Library</i>	catalogue books & journals, type book lists, alphabetize cards and other duties as needed	Monday - Friday
<i>Public Relations</i>	help with special projects, file, photocopy and other clerical duties as needed	Monday - Friday
<i>Radiology</i>	transport patients & films, prepare & clean-up x-ray room, develop and/or copy x-rays, prepare films to be read & clerical work	Monday - Friday
<i>Recovery Room</i>	transport patients to/from patient units, clean and prepare stretchers, accompany visitors to/from recovery room	Monday - Friday
<i>Registration/Scheduling</i>	escort patients to other departments, make reminder phone calls, make packets, file, photocopy and other clerical work as needed	Monday - Friday
<i>Rehabilitation</i>	transport patients and/or equipment to/from units as needed, entertain children, assist therapists as needed	Monday - Friday
<i>Seating</i>	maintain and repair used wheelchair and medical equipment, light clerical work such as filing and photocopying	Monday - Friday
<i>Security/ Transportation</i>	drive hospital vehicles to pick-up & deliver supplies and donations, transport patients as needed	Monday - Friday
<i>Volunteer Services</i>	help with special projects, organize volunteer applications & information packets, file, photocopy and other clerical work as needed	Monday - Friday