

**2010 Roanoke MOM  
General Volunteer Job Descriptions**

**Position: Food Volunteer**

**Purpose:** To ensure that volunteers and patients have the food/beverages that they need during project hours.

**Responsibilities/Activities:**

Assist the food committee in setting up food distribution area, preparing food for patients/volunteers, distributing food to patients/dentists.

**Timeframe:** Four-hour shifts on project days.

**Supervision:** Food/Beverage Committee Chief

**Qualifications:** N/A

**Training:** Any necessary training will be provided on site.

**Position: Interpreter**

**Purpose:** To ensure non-English speaking patients get the information and services they require.

**Responsibilities/Activities:**

Assist non-English speaking patients through the clinic process, providing translation services as needed.

**Timeframe:** Four-hour shifts on project days.

**Supervision:** Volunteer Committee Chief

**Qualifications:** N/A

**Training:** Any necessary training will be provided on site.

**Position: Patient Escort**

**Purpose:** To manage patient flow.

**Responsibilities/Activities:**

- Assist patients through registration process, medical/dental screenings, procedures, and exiting the clinic.

**Timeframe:** Four-hour shifts on project days.

**Supervision:** Volunteer Committee Chief

**Qualifications:** N/A

**Training:** Any necessary training will be provided on site.

**Position: Patient Registration**

**Purpose:** To register patients for services.

**Responsibilities/Activities:**

- Answer patient questions about registration process
- Collect necessary information for patient chart
- Direct patients to appropriate seating area
- Collect data as patient exits
- Ensure completed records are filed properly

**Timeframe:** Four-hour shifts on project days.

**Supervision:** Patient Registration Chief

**Qualifications:** N/A

**Training:** Any necessary training will be provided on site by patient registration leaders.

**Position: Parking / Security Volunteer**

**Purpose:** Provide guidance for purposes of parking and other assistance as needed for attendees, staff, and others during MOM project events.

**Responsibilities/Activities:**

- Guidance of vehicular traffic for parking in pre-defined and appropriate areas.
- Oversight of a safe and secure area for attendees and staff in pre-defined parking areas.
- Assistance through guidance and information for MOM project attendees.

**Timeframe:** Four-hour shifts on project dates.

**Supervision:** Parking/Security Section Chief

**Qualifications:** Ability to stand for long periods, work in inclement weather

**Training:** To be provided during orientation.

**Please note:**

**General volunteers are asked to be flexible. Due to the unknowns of the project (client numbers), volunteers may be used in different capacities depending on need. Volunteers could be asked to serve as place holders for clients, to file patient records, etc.**