

Volunteer Position Description

Position Title	Volunteer Greeter
Position Type	Non-patient Care or Service Personnel
Facility	Edgewood
Position Summary	
Welcomes patients and visitors in a friendly and helpful manner	
Qualifications	
<ul style="list-style-type: none">• Excellent interpersonal skills• Must maintain patient confidentiality• Must be able to stand/walk for a three – four hour shift	
Duties & Responsibilities	
<ul style="list-style-type: none">• Greet patients and visitors entering the hospital• Assist with getting wheelchairs• Offer assistance to visitors if it appears needed	
Key Accountabilities	
<ul style="list-style-type: none">• Be courteous and greet each visitor/patient with a smile, make eye contact• Maintain patient confidentiality• Maintain regular weekly schedule• Offer assistance to those that request and others who appear to be unsure of their surroundings• Have professional, clean, neat appearance when on duty	
Time Commitment	
<ul style="list-style-type: none">• Monday through Friday, 10:00am – 2:30pm	
Uniform	
<ul style="list-style-type: none">• Assigned uniform for all Volunteers	