

Volunteer Position Description

Position Title:	Special Projects
Position Type:	Non-patient Care or Service Personnel
Facility:	Edg
Position Summary:	
Assist staff from departments of the Edgewood Campus or nearby office locations with multiple types of projects including, but not limited to assembling mailings, collating or counting, computer work, organizing, answering phones	
Qualifications:	
<ul style="list-style-type: none">• Mental capacity to understand and carry out detailed instructions in multiple steps• Ability to collate items in order, alphabetize or count• Dexterity to complete tasks so they look professional• Critical thinking skills• Good vision and hearing skills	
Duties & Responsibilities:	
Projects could include, but are not limited to: <ul style="list-style-type: none">• Labeling envelopes; assembling mailings• Collating materials or counting items• Matching names to lists• Folding; cutting with scissors or paper cutting board; operating electric stapler, hole punch machine or laminating machine• Answer telephones, transfer calls and take messages• Light computer work	
Key Accountabilities:	
<ul style="list-style-type: none">• Maintains confidentiality• Completes projects correctly• Completes projects that are professional in appearance• Takes telephone messages correctly	
Time Commitment:	
<ul style="list-style-type: none">• This position has no commitment requirement and is on an 'as needed' basis	
Uniform:	
<ul style="list-style-type: none">• Standard volunteer uniform	