



## Department Relocation Notice

### MGH&FC's Volunteer Services Department Is Moving!

The Volunteer Department Will Relocate This Summer!

As the plans for MGH&FC's new clinical services building (medical office building) continues to unfold this summer all contact information for the Volunteer Services Department (phone numbers, fax numbers, emails, etc.) will remain the same and no changes are expected. The mailing address for this department remains unchanged, it is still PO Box 1668 Shelton, WA 98584.

Physical location of the Volunteer Services Department will be changing and the details are below.

#### Volunteer Services Department:

The Volunteer Services department will be moving into the space HIM currently occupies in the lower level of Mason General Hospital and will share space with the Human Resources Department. Volunteer Services will be relocated by **August 16, 2018**.

- **Physical Location Address:** 901 Mountain View Drive, Shelton WA 98584, Within the HR Department
- **Hours of Operation:** Tuesday-Thursday (excluding holidays) 7:00 am – 3:30 pm.
- **Telephone number:** 360-427-3621
- **\*\*Special Note:**
  - o **Contacting Volunteer Services on Mondays and Fridays:** To contact Volunteer Services on Mondays and Fridays please call the Development Office during the normal hours of operation (M-F, 8 a.m. – 4:30 p.m.) at telephone number 360-427-3623 or send an email to [foundation@masongeneral.com](mailto:foundation@masongeneral.com)