

Development Office Volunteer

MASON GENERAL HOSPITAL
Development Office

Job Title:	Development Volunteer	FLSA Status:	Exempt Volunteer
Department:	Volunteer Services		
Reports to:	Chief Development & Communications Officer	Date:	January 5, 2017

DEVELOPMENT OFFICE VOLUNTEER POSITION DESCRIPTION

SERVICE SUMMARY:

The Development Office Volunteer is responsible for assisting and supporting the Development Office staff and collaborating with other volunteers and MGHF (Mason General Hospital Foundation) volunteers.

Volunteer position responsible for Reception and clerical tasks under the supervision of the Chief Development and Communication Officer, Development Office staff and the Volunteer Coordinator.

TIMEFRAME: Between 8 a.m. and 4 p.m. M-F, TBD by Development Office

LENGTH OF COMMITMENT: Ideally a minimum of 3 months of one day per week.

ESTIMATED TOTAL HOURS: 4.5 hours/week

WORKSITE: Development Office

GENERAL DUTIES & RESPONSIBILITIES:

1. Competent and efficient use of variety of office machines and equipment
2. Filing, meeting preparation and word processing.
3. Assistance in preparation of supplies and materials.
4. Cleaning and organization of supplies, paper, etc.
5. Mail distribution as directed.
6. Assistance with District and community special events as requested.
7. Data entry and processing, mailing and marketing collateral distribution
8. Assistance with special events (Golf, Fantasy Forest, MGH&FC Week, and other events as requested).

COMMUNICATION & PROFESSIONAL BEHAVIOR

1. Professional interaction with MGH&FC/MGHF volunteers, staff, donors, patients, community members, and Foundation board members.
2. Completes tasks and special assignments in a timely manner.
3. Demonstrates effective listening and verbal skills.
4. Demonstrates effective communication skills; communicates directly with person(s) and when necessary uses lines of authority appropriately to resolve problems.
5. Responds to requests (personal, memo, telephone) in a timely manner.
6. Always promotes a positive image and speaks positively about Mason General Hospital & Family of Clinics, , personnel, projects and activities as consistent with the District's Mission, Vision, and Values.
7. Demonstrates initiative, flexibility, and a willingness to learn in performing duties as needed.
8. Demonstrates personal and professional responsibility and accountability including appearance (adheres to the hospital dress code), attendance, and punctuality.
9. Maintains a neat and orderly work area.

Development Office Volunteer

SAFETY/COMPLIANCE

1. Functions with an awareness and application of safety and infection control issues as identified within the hospital
2. Will adhere to all mandated federal, state and hospital Compliance, Safety, Infection Control, Volunteer Health, Patient confidentiality, and Civil Rights Regulations, as they are relevant to this position.
3. Will adhere to all HIPPA compliance mandates regarding donor/ constituent confidentiality of information.

SELF DEVELOPMENT

1. Flexible and responsive to change – able to accept new situations, new ideas, methods, techniques, and organization direction.
2. Able to accept correction/direction for work process improvements.
3. Seeks out opportunities to expand technical skills needed for special projects.

STAFFING

1. Calls in as soon as possible when ill on a scheduled work day.
2. Experience in office/ administrative skills with attention to detail.
3. Good communication skills combined with friendly attitude.

ORGANIZATIONAL RESPONSIBILITIES

In addition to the duties and responsibilities listed above, all employees and volunteers are expected to support the Mason General Hospital & Family of Clinics mission, vision and values; comply with District policies and procedures; and conduct themselves in an ethical, professional, respectful, and collaborative manner at all times.

REQUIRED QUALIFICATIONS

Education:

High School Diploma, GED, or advanced degree.

Experience:

None.

Licenses, Certifications, Registrations:

Knowledge, Skills, Abilities:

Development Office Volunteer

- Excellent comprehension of number sequences, filing methods and alphabetizing.
- The ability to stand and do physical activity for a period of time.
- Should have neat and legible handwriting.
- Self-motivated, dependable, cooperative, and well organized.
- Able to work independently and productively.
- Known to be a team worker and to respect co-workers.
- Must be able to read, write, and follow verbal and written instructions and document the activity provided.
- Must enjoy meeting and working with the public.
- Present self in a professional, friendly and mature manner.
- Must complete the Orientation training

Physical Requirements

	Never = 0% of	Seldom = 1-	Occasional = 10-	Frequent = 30-	Constant = over
Lifting <10 lbs			x		
Lifting 10-35 lbs		x			
Lifting <35 lbs		x			
Carrying <10 lbs			x		
Carrying 10-35			x		
Carrying >35 lbs		x			
Pushing/Pulling			x		
Sitting					x
Standing			x		
Walking			x		
Bending/Stooping			x		
Crouching			x		

Vision	Within normal range with or without corrective devices
Hearing	Within normal range with or without corrective devices.
Speech	Within normal range with or without corrective devices.

Machines, tools, equipment which may be representative by not all inclusive

Computer, Telephone, Copier, Printer