

# Development Office Volunteer

<b>Role:</b>	Development Office Volunteer	<b>FLSA Status:</b>	Exempt Volunteer
<b>Department:</b>	Development Department		
<b>Reports to:</b>	Chief Development & Communications Officer	<b>Date:</b>	Open until filled

## Volunteer Position Summary

The Development Office Volunteer is responsible for assisting and supporting the Development Office staff and collaborating with other volunteers, Mason Health staff and Mason General Hospital Foundation (MGHF) volunteers. This position is responsible for reception and clerical tasks under the supervision of the Chief Development and Communication Officer, Development staff and the Volunteer Coordinator.

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

Length of Commitment: Ideally a minimum of 3 months of one day per week.

Estimated Weekly Hours: 4.5 hours/week

Location: Development Office, Gateway Center Campus Location

## Duties and Responsibilities

- Competent and efficient use of computers, phones, mobile devices and office equipment
- Filing, meeting preparation and word processing
- Assistance in preparation of supplies and materials
- Mail distribution as directed
- Data entry and processing, mailing, and marketing collateral distribution
- Assistance with District (Mason Health Week), special events (MGHF Golf Tournament, Fantasy Forest) and other events as requested. Occasional weekend hours may be requested.

## Communication & Professional Behavior

- Professional interaction with Mason Health/MGHF volunteers, staff, donors, patients, community members, and Foundation board members, adhering to HIPAA compliance mandates regarding donor confidentiality information
- Completes tasks and responds to requests (personal, memo, telephone) in a timely manner
- Demonstrates personal and professional responsibility and accountability including appearance, attendance, and punctuality, calling in as soon as possible when ill on a scheduled volunteer day
- Maintains a neat and orderly work area
- Willingness to learn, flexible, able to work in a fast-paced environment, responsive to change
- Able to accept feedback, correction/direction for work process improvements
- Has initiative, seeks out opportunities to expand technical skills needed for special projects

## Organizational Responsibilities

In addition to the duties and responsibilities listed above, all employees and volunteers are expected to support the Mason Health Mission, Vision and Values; comply with District policies and procedures, including safety and infection control and COVID-19 policies; and conduct themselves in an ethical, professional, respectful, and collaborative manner at all times.

All patient and/or staff information is to be kept confidential. Volunteers must not give medical advice to clients and will be trained on the resources available to help patients & families get questions answered.

All Volunteers and employees are required to participate in annual safety trainings.

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All Volunteers are required to provide the Volunteer Coordinator with the following documentation:

- Volunteers are required to be up to date with COVID-19 vaccination and provide the Volunteer Coordinator with a photocopy of their COVID vaccine card or have a documented exemption.
- Volunteers must document annual flu vaccination or provide a signed declination.
- Take an initial TB test and annually answer a short survey regarding TB symptoms.

## Required Qualifications

**Education:** High School Diploma, GED, or advanced degree.

**Experience:** None

**Licenses, Certifications, Registrations:** None

## Knowledge, Skills, Abilities:

- Office and administrative skills with attention to detail
- Good communication skills combined with a sense of humor and friendly attitude
- Excellent comprehension of number sequences, filing methods and alphabetizing.
- Ability to stand and do light physical activity
- Self-motivated, dependable, cooperative, and well-organized
- Must be able to read, write and follow verbal and written instructions and document the activity provided.
- Present self in a professional, friendly, and mature manner.
- Must complete the Orientation training.

## Physical Requirement

	<b>Never</b> <i>0% of the</i>	<b>Seldom</b> <i>1-10%</i>	<b>Occasional</b> <i>10-30%</i>	<b>Frequent</b> <i>30-70%</i>	<b>Constant</b> <i>70%+ of the time</i>
Lifting <10 lbs			X		
Lifting 10-35 lbs		X			
Lifting >35 lbs		X			
Carrying <10 lbs			X		
Carrying 10-35 lbs			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, mobile devices