



## MOBILE MEDICAL CARE JOB DESCRIPTION

**Position:** Volunteer Services Assistant

**Reports to:** Director of Development and Outreach

**Internal Relationships:** Development and Outreach Team; Nurse Managers; Response Team Leaders (long-term leadership volunteers)

**External Relationships:** Current and Prospective Volunteers

**Status:** Part-Time Hourly (Non-exempt)

### Position Overview:

The Volunteer Services Assistant will be a key member of the Development and Outreach team to provide support, onboarding and coordination for volunteers. This position will be focused initially on COVID-19 related activities.

### Job Responsibilities:

1. Assist with the onboarding and scheduling of volunteers.
2. Ensure that community events and related clinics are staffed with appropriate volunteers, including recruitment, training, and scheduling volunteers.
3. Work closely with MM colleagues to meet volunteer staffing needs.
4. Serve as the lead in managing the inbox of volunteer@ email, triaging them to the appropriate person.
5. Contribute towards database of available volunteer opportunities.
6. Process new volunteer applications and match volunteers to appropriate opportunities.
7. Assist with the credentialing process of licensed clinical volunteers.
8. Facilitate onboarding of response volunteers, periodically review performance and volunteer exit and dismissal process.
9. Serve as liaison between response volunteers, staff and long-term volunteers.
10. Other duties as assigned.

### Minimum Qualifications:

- Associate's Degree or higher strongly preferred.
- Past experience organizing volunteers preferred.
- Commitment to working with underserved populations.
- Passion for volunteerism and social responsibility.
- Comfort and discipline around working in a virtual/remote environment as needed, utilizing tools such as Microsoft Teams.
- Strong oral and written communications skills.
- Attention to detail.

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Employee Signature

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Employee Name

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Date