



Peachtree Christian HealthSM

A LIFE ENRICHMENT CENTER

Division/Department: Volunteer Services		
Location: Various		
Title: Volunteer		
Reports to: Volunteer Coordinator		
Training Required: Orientation and annual in-service requirements. Training is mandatory.	Shifts: Monday - Friday <input type="checkbox"/> 9:00a - 1:00p <input type="checkbox"/> 1:00p - 5:00p	Purpose: To assist staff with programs, services, and activities as related to the Life Enrichment Center. Duties may include helping at Front Desk, Program/Activity coordination, administrative tasks, and other assistance with general operations and maintenance
Personal Requirement: <ul style="list-style-type: none">➤ Be neat and in uniform➤ Wear name badge at all times➤ Log volunteer hours➤ Honor confidential information➤ Meet annual PCH health requirements➤ Be dependable, punctual and professional➤ No perfume➤ Cell phones (should you need to make a call, find someone to cover front desk and step out for 5 mins.)➤		
Personal Qualities: <p>Excellent communications skills, warm caring personality, discretion, sensitivity, empathy, ability to cope with stress and manage multiple tasks, genuine concern for all people and a good listener. Be a self-starter and take initiative.</p>		
Duties / Responsibilities: <ul style="list-style-type: none">➤ <u>GENERAL VOLUNTEER DUTIES:</u><ol style="list-style-type: none">1. Report to Volunteer Coordinator.2. Check schedule for volunteer assignments.3. Assist participants, volunteers, and staff as needed with programs and activities and appropriate according to policies and procedures.➤ <u>GENERAL INFORMATION:</u> Know when to involve Volunteer Coordinator and other staff.		

Clinician's Statement

History of/or current communicable disease: _____

_____ **May work without limitations/restrictions.**
_____ **Unable to meet physical requirements of the job.**

Clinician's Printed Name

Clinician's Signature

Date

Reviewed by Christi Heidt
Title: Director of Community Relations
Date Revised: 6/6/19