Job Descriptions for Community Volunteers

**Crowd Control:** Ensure orderliness of patients waiting in line at the event and direct the flow of patients into the building as capacity allows.

**Data Entry:** Enter dental treatment preformed into data base. (Data entry experience required)

**Food Service:** Serve and clean-up food service areas for the volunteers/patients.

**Parking:** Direct volunteers and patients to the proper parking areas, and help direct individuals to the clinic.

**Patient Escorts:** Escort patients between various departments ensuring that no one is ever left alone on the clinic floor.

**Patient Registration:** Greet and explain how the program works; Register patient in the data base system. (Data entry experience required)

**Set-up:** Individuals will set up tables, chairs, dental units, supplies, signs, registration areas, food service areas etc.

**Tear Down:** Disassemble equipment, pack equipment and supplies, inventory, general clean-up etc.

**Translator/Interpreters:** Translate for patients, all languages especially Spanish, Polish, Portuguese and Italian. Signers are needed for our hearing impaired patients.

**Volunteer Registration:** Greet and check-in volunteers.

**Waste Management:** Empty waste, general clean-up.

All volunteers must be a minimum of 16 years of age.