

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 performed 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.