

# CTMOM GENERAL VOLUNTEER JOB DESCRIPTIONS

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

**Food Service:** Set up 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 clinic works. Register patient in data base system. \*(Data entry experience required)

**Set-up:** Set up table and chairs, assemble dental units, stools and lights, unpack and distribute supplies, place signs in appropriate areas, set up registration areas, food service areas etc.

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

**Translator/Interpreters:** Interpret 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.**

**All clinical volunteers must be a minimum of 18 years of age.**



**For More Information: [www.ctmom.org](http://www.ctmom.org)**