

**MONONGALIA GENERAL HOSPITAL
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

TITLE:	Foundation Volunteer
DEPARTMENT:	Foundation
REPORTS TO:	Directors of Volunteer Services and the Foundation Staff

Placement Summary :

Assists the Foundation with clerical duties or special projects.

Duties and Responsibilities:

Performs various clerical duties and miscellaneous tasks which may include mailings, telephone calls and delivery or pickup of various items. Duties will be varied and correspond with the project involved.

Training Required:

1. Volunteer Orientation
2. In-service training by Foundation staff

Qualifications:

Dependable, courteous person who has the ability to learn various functions within the Foundation area and interact with hospital staff. Must understand the importance of confidentiality and be able to follow instructions given.

DVS Signature and Date

Department Signature and Date

02/09/10