

**MONONGALIA GENERAL HOSPITAL
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

TITLE: Human Resources Volunteer
DEPARTMENT: Human Resources
REPORTS TO: Director of Volunteer Services and Director of Human Resources

Placement Summary:

Assists the Human Resources staff in accomplishing various office tasks, including filing, photocopying, answering the telephone and greeting visitors to the department.

Responsibilities

Assists staff with the following:

1. Photocopying
2. Filing
3. Opening, sorting and distributing mail
4. Assisting with mailing projects
5. Answering telephone
6. Greeting visitors to the department
7. Running errands to other areas of the hospital

Training Required:

1. Volunteer Orientation
2. In-service training by Human Resources staff
3. Light lifting
4. Minimal walking involved

Qualifications:

Courteous, dependable person who has the ability to learn various functions within the Human Resources Department. Volunteer must have the ability to file and sort alphabetically. Be friendly and helpful in greeting visitors to the department and in answering the telephone. Will need to learn how to operate the copier and fax equipment. Volunteer must maintain confidentiality.

DVS Signature and Date

Department Signature and Date

02/09/10