

**MONONGALIA GENERAL HOSPITAL
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

TITLE: MDC Volunteer
DEPARTMENT: MDC
REPORTS TO: Director of Volunteer Services and Director of MDC

Placement Summary:

Assists the MDC staff in accomplishing various tasks, including filing, phone orders, stocking, delivery, etc.

Duties and Responsibilities:

1. Filing
2. Organizing reports/orders
3. Phone orders
4. Stocking
5. Deliveries

Training Required:

1. Volunteer Orientation
2. In-service training by MDC

Qualifications:

Courteous, dependable person who has the ability to learn various functions within the MDC area.. Ability to file, sort alphabetically and good communication skills/phone etiquette required. Volunteer must be a friendly, helpful individual who is willing to learn various tasks.

DVS Signature and Date

Department Signature and Date

02/09/10