

**MONONGALIA GENERAL HOSPITAL  
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

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<b>TITLE:</b>	Magazine Distribution Volunteer
<b>DEPARTMENT:</b>	Volunteer Services
<b>REPORTS TO:</b>	Director of Volunteer Services

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**Placement Summary:**

Responsible for the distribution of magazines for the benefit of patients and visitors.

**Duties and Responsibilities:**

1. Stock the lobby area and all waiting rooms with current magazines and books
2. Pick up any magazines and books that have been read
3. Return to volunteer room
4. Sort and replenish the shelves with donated magazines and books
5. Discard outdated material
6. Sticker over any name and or address if present on magazine

**Training Required:**

1. Volunteer Orientation
2. In-service training with experienced volunteer

**Qualifications:**

Dependable, gracious person with a sunny pleasant manner and the ability the interact with patients and visitors.

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DVS Signature and Date

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Department Signature and Date

02/08/10