

**RANKEN JORDAN FACILITIES
VOLUNTEER SERVICE DESCRIPTION**

POSITION/JOB TITLE: Facilities Volunteer **DATE:** 02/15/2019

DEPARTMENT: Facilities

REPORTS TO: Facilities Manager and/or Facilities Staff

Volunteer Objectives: To assist the Facilities Department and Central Operations in general operations.

Duties & Responsibilities:

1. Assist Facilities staff with daily operations.
2. Protect patients and staff by adherence to infection control policies.
3. All other duties assigned by the Volunteer Manager and Facilities Staff.

Time Commitment: Minimum of 2 scheduled hours per week.

Qualifications (in addition to overall Volunteer Criteria):

- Energetic, positive attitude, acute sense of awareness for surroundings and patients.

Physical Demands include stooping, kneeling, crouching, reaching, grasping, pulling, pushing, standing, carrying, and lifting of light loads (up to 35 lb.).

Benefits:

- Making a difference in a child's life
- Being a part of a team focused on improving the physical and emotional well-being of children with special needs
- Continuing education
- Gaining experience in a non-profit organization and, more specifically, a pediatric hospital
- Earning the ability to note your dedication and commitment to goodhearted deeds on your resume or job application
- Being recognized for their service to Ranken Jordan at the annual Volunteer Recognition dinner
- Improving self-esteem and overall health, which research has shown is a benefit of doing charitable work

Volunteer Signature

Date

Volunteer Manager Signature

Date