

Development Office Volunteer

Role:	Development Office Volunteer	FLSA Status:	Exempt Volunteer
Department:	Development Department		
Reports to:	Chief Development & Communications Officer	Date:	Open until filled

Volunteer Position Summary

The Development Office Volunteer is responsible for assisting and supporting the Development Office staff and collaborating with other volunteers, Mason Health staff and Mason General Hospital Foundation (MGHF) volunteers. This position is responsible for reception and clerical tasks under the supervision of the Chief Development and Communication Officer, Development staff and the Volunteer Program Specialist.

Commitment

Timeframe: Between 8 a.m. and 4 p.m. M-F, flexible hours, TBD by Development Office

Length of Commitment: Minimum 4 months

Estimated Weekly Hours: 4.5 hours

Worksite: Development Office, Gateway Center Campus Location

Age Minimum: 16+

Total Minimum Hours: 70 hours

Duties and Responsibilities

- Competent and efficient use of computers, phones, mobile devices and office equipment.
- Record filing, meeting preparation and word processing.
- Assistance in preparation of supplies and materials.
- Data entry and processing, mailing, and marketing collateral distribution.
- Assistance with District, special events and other events as requested.
- Occasional weekend hours may be requested.
- Complete mandatory annual safety training.

Communication & Professional Behavior

- Professional interaction with Mason Health/MGHF volunteers, staff, donors, patients, community members, and Foundation board members, adhering to HIPAA compliance mandates regarding donor confidentiality information.
- Completes tasks and responds to requests (personal, memo, telephone) in a timely manner.
- Demonstrates personal and professional responsibility and accountability including appearance, attendance, and punctuality, calling in as soon as possible when unavailable on a scheduled volunteer day.
- Maintains a neat and orderly work area.
- Willingness to learn, flexible, able to work in a fast-paced environment, and responsive to change.
- Able to accept feedback, correction and direction for work process improvements.
- Has initiative and seeks out opportunities to expand technical skills needed for special projects.

Organizational Responsibilities

In addition to the duties and responsibilities listed above, all employees and volunteers are expected to support the Mason Health mission, vision and values; comply with District policies and procedures, including safety and infection control and COVID-19 policies; and conduct themselves in an ethical, professional, respectful, and collaborative manner at all times.

Development Office Volunteer

All patient and/or staff information is to be kept confidential. Volunteers must not give medical advice to clients and will be trained on the resources available to help patients & families get questions answered.

All Volunteers and employees are required to participate in annual safety trainings.

All Volunteers are required to provide the Volunteer Program Specialist with the following documentation:

- Regardless of if volunteer receives annual COVID-19 vaccination or not, they must provide a signed declination form and evidence of vaccination.
- Regardless of if volunteer receives annual flu vaccination or not, they must provide a signed declination form and evidence of vaccination.
- Take an initial TB test and annually answer a short survey regarding TB symptoms.

Required Qualifications

Education: None

Experience: None

Licenses, Certifications, Registrations: None

Knowledge, Skills, Abilities:

- Office and administrative skills with attention to detail.
- Computer literacy skills.
- Good communication skills combined with a sense of humor and friendly attitude.
- Excellent comprehension of number sequences, or ability to learn.
- Excellent record filing methods and alphabetizing.
- Ability to stand and do light physical activity.
- Self-motivated, dependable, cooperative, and well-organized.
- Must be able to read, write and follow verbal and written instructions and document the activity provided.
- Present self in a professional, friendly, and mature manner.
- Must complete the Orientation training.

Machines, tools, equipment which may be representative by not all-inclusive:

- Computer
- Telephone
- Copier
- Printer
- Mobile devices

Development Office Volunteer

Physical Requirement

	Never 0% of the	Seldom 1-10%	Occasional 10-30%	Frequent 30-70%	Constant 70%+ of the time
Lifting <10 lbs			X		
Lifting 10-35 lbs		X			
Lifting <35 lbs		X			
Carrying <10 lbs			X		
Carrying 10-35 lbs			X		
Carrying >35 lbs		X			
Pushing/Pulling			X		
Sitting					X
Standing			X		
Walking			X		
Bending/Stooping			X		
Crouching			X		
Vision	Within normal range with or without corrective devices				
Hearing	Within normal range with or without corrective devices.				
Speech	Within normal range with or without corrective devices.				

Public Hospital No.1 of Mason County, Washington, d.b.a Mason Health complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (consistent with the scope of sex discrimination described at 45 CFR § 92.101(a)(2)) or sex, including sex characteristics, including intersex traits; pregnancy or related conditions; sexual orientation; and gender identity. Mason Health does not exclude people or treat them less favorably because of race, color, national origin, age, disability, or sex.