

Hospice of the Piedmont | Hospice of Randolph

Job Title: Office Volunteer	Job Code: N/A
Department: Volunteer	Supervisor: Volunteer Coordinator
Revision Date: 9/14, 1/21	Fair Labor Standards Act (FLSA):

Volunteer Agreement

I attest that I meet the qualifications as outlined in the General Qualifications for Volunteers of Hospice of the Piedmont, Inc. and have completed the abbreviated volunteer training. I will make a minimum one-year commitment to the agency as an Office Volunteer.

Essential Job Functions

- Participate in the operations of the agency office.
- Assist agency staff with administrative duties such as: filing, data entry, copying, collating materials, marketing, working the reception desk and any other duties assigned.
- Attend/complete continuing education programs and volunteer events on a regular basis as required.
- Document all activity and time involved within 48 hours.
- Maintain confidentiality.

Other

- I will work with the volunteer coordinator to be adequately prepared for any assignment given.
- I will communicate with him/her, (and/or other agency staff as indicated), on a regular basis, to maintain and ensure quality and completeness in any assigned task.
- I have the ability to work independently and take directions well.
- I will update him/her regarding any changes in my availability.
- I accept the agency's right to counsel me or possibly dismiss me from the program due to poor attendance and/or poor performance.

NOTE: This job description is not intended to be all-inclusive. Volunteers may perform other related duties as negotiated to meet the ongoing needs of the organization.