



DIRECT CLIENT VOLUNTEER OPPOTUNITIES

Pregnancy Services:

COMMITMENT: 2-3 hours - 2x a month

REPORTS TO: Nicole Denny

JOB TITLE: Front Desk Volunteer: Greet clients and visitors as they enter Hope Clinic. Provide clients and patients with forms to complete and then distribute forms appropriately. Notify staff of appointment

TYPICAL DUTIES:

1. Greet clients and visitors
2. Explain forms to be completed by clients and patients
3. Answer front desk phone when necessary
4. Provide occasional childcare in the lobby

QUALIFICATIONS:

1. Attend an Open House
2. Must be 21 years old
3. Complete Hope Clinic's DVD training
4. Interview with the Pregnancy Services Manager

MISC. INFO.: The front desk volunteer might also be trained to enter Client Information Sheets into the online database and also perform other misc. administrative tasks.

JOB TITLE: Phone Counseling Volunteer: Answer crisis lines and schedule appointments and direct business calls to appropriate staff.

TYPICAL DUTIES:

1. Answer our main line
2. Provide phone counseling skills to potential and current clients
3. Research referrals for callers needing other resources
4. Complete phone counseling forms

QUALIFICATIONS:

1. Attend an Open House
 2. Must be 18 years old
 3. Complete Hope Clinic's DVD training
 4. Interview with the Pregnancy Services Manager
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JOB TITLE: BRIDGE Program Volunteer: Provide one on one mentoring and counseling support with our BRIDGE Program clients. This includes explanation of the program, ongoing support and education with BRIDGE. activities.

TYPICAL DUTIES:

1. Provide Godly mentorship and counseling with new & current BRIDGE clients (visit, email, phone)
2. Enhance educating clients by reviewing DVDs, brochures, and books with them
3. Track points by using point system
4. Escort clients to the Clothing Room

QUALIFICATIONS:

1. Attend an Open House
 2. Must be 21 years old
 3. Complete Hope Clinic's DVD training
 4. Interview with the Pregnancy Services Manager
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Wendy's Place: Hope Clinic's Home for Moms and Babies

COMMITMENT: 3-4 hours weekly or 2x month

REPORTS TO: Ashley Colclasure

JOB TITLE: Maternity Home Volunteer: Provide coverage for Maternity Home while residents are present. This may involve driving to/from appointments, providing short (less than 2 hours) of childcare to newborns during maternity leave, or doing activities with the residents. Each volunteer will need to sign our confidentiality form.

TYPICAL DUTIES:

1. Provide maternity home coverage in 3 to 4 hour shifts
2. Assist clients with individual tasks as needed
3. Provide rides to/from appointments when needed
4. Provide occasional childcare during maternity leave

QUALIFICATIONS:

1. Attend an Open House
2. Must be 21 years old
3. Complete Hope Clinic's DVD 1 and 3 training
4. Interview with the Maternity Home Manager

MISC. INFO.: Additional training about boundaries and adoption language will be provided to each volunteer prior to their first visit at the home. Sometimes, volunteers are asked to do emergency or holiday coverage as needed and based upon availability.

Medical Services:

COMMITMENT: 2-3 hours weekly

REPORTS TO: Cheri Seefeldt

JOB TITLE: MEDICAL ADMINISTRATIVE provide administrative and clerical support to Nurse Practitioner during medical office hours. Medical Volunteer: Direct Client involvement depends on educational level.

TYPICAL DUTIES:

1. Assemble client charts and complete lab paperwork.
2. Client data entry.
3. Mail client test results.
4. Make appointment reminder calls.
5. Restock exam room/make lists of needed supplies.
6. Make copies of all forms and restock medical offices and lab desk.
7. Assist with exam room cleaning including wiping surfaces and emptying trash.
8. Fill in sections of lab forms that can be done ahead of time.
9. Restock client literature and health fact sheets.
10. Assist with medical referral list.

QUALIFICATIONS:

1. Attend an Open House
2. Must be 21 years old
3. Complete Hope Clinic's training DVD 1 -4
4. Interview with the Cheri

JOB TITLE: RN: assist with clients, plus provide some administrative and clerical support

TYPICAL DUTIES:

1. Room clients, take vitals, obtain health history
2. Discuss STD prevention, diagnosis and treatment with clients
3. Discuss unplanned pregnancy prevention
4. Client call backs

QUALIFICATIONS:

1. Attend an Open House
2. Must be 21 years old
3. Complete Hope Clinic's training DVD 1 -4
4. Interview with the Cheri

JOB TITLE: NP: Perform pelvic exam, develop treatment plan, describe plan to client.

TYPICAL DUTIES:

1. Room clients, take vitals, obtain health history
2. Discuss STD prevention
3. Perform pelvic exam
4. Diagnosis/develop treatment plan with clients
5. Discuss unplanned pregnancy prevention
6. Client call backs

QUALIFICATIONS:

1. Attend an Open House
2. Must be 21 years old
3. Complete Hope Clinic's training DVD 1 -4
4. Interview with the Cheri

JOB TITLE: Ultrasound Technician: see clients and provide medical services

TYPICAL DUTIES:

1. Perform Limited Obstetrical Ultrasound (LOUs) – either transvaginal or abdominal up to 15 weeks
2. Obtain Heart Rate, CRL,
3. Determine if pregnancy is in uterus, and if viable

QUALIFICATIONS:

1. Attend an Open House
2. Must be 21 years old
3. Complete Hope Clinic's training DVD 1 -4
4. Interview with the Cheri

* NOTE: our LOUs are very limited and we have strict regulations for when they are appropriate to decrease liability. (ie. no ultrasound if: bleeding/spotting in last 2 weeks, recent pelvic infection, negative pregnancy test, EGA less than 7 weeks, hx of Tubal/Ectopic pregnancy or Hx of Tubal ligation/reanastomosis.)



INDIRECT CLIENT VOLUNTEER OPPORTUNITIES

Pregnancy Services:

COMMITMENT: 2-3 hours each session (typical a couple times a month)

REPORTS TO: Ashley Colclasure

JOB TITLE: Clothing Room Volunteer: Sort and organize incoming donations of maternity and baby clothes.

TYPICAL DUTIES:

1. Sort and organize new donations
2. Straighten area where clients shop
3. fold clothes in bins and check expiration dates on formula/baby food
4. Exchange out seasonal clothing in spring and late fall

QUALIFICATIONS:

1. Attend an Open House
2. Meet with Ashley for orientation

Prayer Ministry:

REPORTS TO: Nicole Denny

JOB TITLE: Prayer Coordinator: Pray over ongoing needs and client testimonies found in Prayer Notebook. Oversee other prayer warriors.

TYPICAL DUTIES:

1. Schedule onsite Prayer Warriors
2. Assist in keeping Prayer Notebook up to date
3. Onsite Prayer

QUALIFICATIONS:

1. Attend an Open House
2. Meet with Nicole for orientation

REPORTS TO: Nicole Denny

JOB TITLE: Prayer Warrior: Pray onsite over ongoing Hope Clinic needs and client testimonies found in Prayer Notebook.

TYPICAL DUTIES:

1. Onsite Prayer

QUALIFICATIONS:

1. Attend an Open House
2. Meet with Nicole Denny for orientation

Advancement and Administration (Business, Marketing, Properties, Technical):

COMMITMENT: 2 hour minimum for 1 time event

REPORTS TO: Lily Smith

JOB TITLE: Event Day Volunteer: This is a one time volunteer commitment on the event day of one of our 4 major fundraisers.

TYPICAL DUTIES: (Volunteers can choose to participate in one or more of the following duties)

1. Event set up- this may include setting up decorations, tables, chairs, linens, silent auction displays, or signage
2. During the event- this may include greeting guests, working at the ticket/ registration counter, replenishing food/beverage, or passing programs
3. Event clean up- this may include breaking down decorations/tables, picking up trash, or loading out clinic belongings from the venue

QUALIFICATIONS: Attend an Open House and one interview

MISC. INFO.: Hope Clinic has 3 major events per yr, and event descriptions may be found at www.hopeclinicforwomen.org Hope for the Future in April, Fun for Life in September, Cider Carols early December

COMMITMENT: 2 hours weekly potentially during event season

REPORTS TO: Lily Smith

JOB TITLE: Event Committee Volunteer: Serve on an event committee by managing or assisting with one of the following areas: marketing/PR, decorations, soliciting donations, or event logistics.

TYPICAL DUTIES:

1. Attend committee meetings (typically 2 per month for 4 months prior to event)
2. Recruit volunteers from within your personal network to assist you in your committee area (see areas listed under "Primary Function")
3. Present creative thoughts and ideas to the committee. Work with your area team and with Lily between committee meetings to carry these plans out.
4. Each volunteer in each role will need to keep detailed records and stay within their determined budget.

QUALIFICATIONS:

1. Attend an Open House and one interview
2. He/She should be responsible, organized, and available to attend committee meetings.

MISC. INFO.:

Committee meetings will be on a set day and time that is conducive for the majority (they may be day or evening). Hope Clinic has 3 major events per yr, and event descriptions may be found at www.hopeclinicforwomen.org Hope for the Future in April, Fun for Life in September, Cider Carols early December.

COMMITMENT: 2-3 hour; can be weekly or 2x a month (you can determine if it needs to be seasonal)

REPORTS TO: Desiree O'Neill

REQUIREMENTS: Attend an Open House and one interview

JOB TITLE: Office Volunteer: Assist with basic administrative duties and data base management.

TYPICAL DUTIES: (Volunteers can choose to participate in one or more of the following duties)

1. Learn donor database and volunteer database (both Microsoft/user friendly).
2. Update information includes processing of monetary donations, adding new records and research returned mail
3. Basic administrative duties: filing, making phone calls and organization of office
4. Help with bulk mailings

*for computer work it is necessary you have basic internet, email, word and excel knowledge or some data entry background

COMMITMENT: 2-3 hour; can be weekly or 2x a month (you can determine if it needs to be seasonal)

REPORTS TO: Desiree O'Neill

REQUIREMENTS: Attend an Open House and one interview

JOB TITLE: Property or IT volunteer: Assist with basic financial or marketing projects.

TYPICAL DUTIES:

1. IT support assist with ongoing technical and software needs. Triaging problems and finding solutions. (must know Outlook, Windows Office package, Business Server and intermediate computer skills)
2. Properties: help with small handyman projects or oversee a group service day project (can be indoor or outdoor projects)

COMMITMENT: 2-3 hour; can be weekly or 2x a month (you can determine if it needs to be seasonal)

REPORTS TO: Renee Rizzo, CEO

REQUIREMENTS: Attend an Open House and one interview

JOB TITLE: Business or Marketing Volunteer: Assist with basic financial or marketing projects.

TYPICAL DUTIES:

1. Financial: help in Quickbooks with deposits, checks (payables), journal entries, reports and bank rec's
2. Marketing: help plan and implement marketing plans for advancement (fundraising) programs and raising client awareness.
3. Various openings on board membership or committee membership. Big picture; planning, implementing.