



Mail Room

Mail room volunteers assist the hospital with outgoing mail as well as internal delivery of patient E-cards and other items.

Mail Room Volunteer Job Description

Location: Volunteer Office, Behind Outpatient Services main lobby

Attire: Business casual

Volunteer Staffing Hours: Monday - Friday 12:00 - 4:00 p.m.

Job Responsibilities:

- Stuff and seal outgoing mail
- Meter or stamp outgoing mail for postage
- Deliver mail to distribution for USPS pick-up
- Assemble office mailings
- Assist with the verification and delivery of E-cards
- Other office tasks as assigned

Volunteer Services Updated: 11/06/2024