



Volunteer Office & Admissions

The Volunteer Office supports all Boone Health volunteers and the departments we serve.

Volunteer Office & Admissions Job Description

Location: Volunteer Office and Admissions

Attire: Business casual

Volunteer Staffing Hours: Monday - Friday 8:30 a.m. - 4:30 p.m.

Priority: Morning shift

Job Responsibilities:

- Check the Volunteer Services mailbox in mailroom
- Check outgoing mail in the mailroom for first-class envelopes that can be stamped by volunteers
- Verify, print and deliver E-Cards to patients
- Run flower deliveries to patient floors/rooms
- Assist with outgoing first-class mail
- Assist the Volunteer Coordinator with data entry and special projects
- Other office tasks as assigned

Volunteer Services Updated: 10/28/2024