

Volunteer Position Description

Job Title:	ADMINISTRATIVE VOLUNTEER/ SUPPLY TECH DISTRIBUTION
#of Vol. wanted	5
Purpose of Assignment:	Assist Supervisors, Purchasing Agents and Clerks in filing, contacting vendors, pulling stock issues and additional administrative duties.
Using Service:	Logistics
Department & Location:	Logistics, 1 UD GA146, 2 DD 1B150, & 2 DD 1B137
Site Supervisor and Phone:	UD – JEAN SENTER & DD MARY BETH & MACK
Time Requirements:	ANY HOURS THEY CHOOSE.
Specific Duties: Please continue on separate sheet if additional space is needed.	<ul style="list-style-type: none"> ❖ Filing ❖ Contacting vendors ❖ Pulling stock issues ❖ Delivering supplies to different areas of the hospital' ❖ Take call in Dispatch Additional administrative duties as assigned
Qualifications & Training Required:	WE MUST INTERVIEW THEM FIRST TO LET THEM KNOW OUR EXPECTATIONS/CONCERNS. Will be trained by the staff, BUT they must be professional & be willing to work.
Performance Evaluation:	Annually by supervisor.
Risk Sensitivity:	Low Risk/ Non Sensitive
Volunteer Signature:	