

VOLUNTEER LOCATION

401 N. Humboldt St.
San Mateo

VOLUNTEER JOB DESCRIPTION

CLIENT SERVICES RECEPTION VOLUNTEER

Relieve staff receptionist; answer phone, greet clients. Fluent Spanish not required, but helpful.

Requirements: Must be respectful and welcoming of clients; protective of client's privacy

Commitment: Two to four shifts per month; three months

VOLUNTEER LOCATION

1511 S. Claremont St.
San Mateo

VOLUNTEER JOB DESCRIPTIONS

ADMINISTRATION VOLUNTEER

Perform various clerical duties, answer the telephone, some data entry, assist with mailings, and special projects, as needed.

Requirements: Must be able to sit at a desk for periods of time; speak and understand English

Commitment: Two to four shifts per month; three months

DEVELOPMENT VOLUNTEER

Assist with mailing of invitations, solicitation and acknowledgement letters; some data entry, phone work

Requirements: Must be able to sit at a desk for periods of time; manual dexterity; respect donor privacy

Commitment: Two to four shifts per month; three months

FINANCE VOLUNTEER

Perform computer data entry (Excel), some calculation, occasional filing and special projects, as needed.

Requirements: Must be able to sit at a desk for periods of time; attention to detail

Commitment: Two to four shifts per month; six months

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VOLUNTEER LOCATIONS

Free Medical Clinic of Redwood City
114 5th Avenue, Redwood City

Free Medical Clinic of San Mateo
19 W. 39th Avenue, San Mateo

VOLUNTEER JOB DESCRIPTIONS

CLINIC CLERICAL VOLUNTEER

Perform computer data entry (Microsoft Word, Excel), may do projects, like create new case folders and special projects, as needed.

Requirements: must be able to sit at a desk for periods of time; computer, word processing skills; protective of client's privacy

Commitment: Two to four shifts per month; six months

CLINIC LIBRARY VOLUNTEER

Acquire, sort and stock health-related documents for distribution to patients; internet research for new materials and resources and special projects, as needed. Assist clients in finding needed materials.

Requirements: Must be able to speak and read English; Spanish helpful

Commitment: Two to four shifts per month; six months

Note: This job is at the Redwood City location

CLINIC RECEPTION VOLUNTEER

Relieve staff receptionist; answer phone, greet clients and special projects, as needed. Spanish not required, but helpful.

Requirements: Must be respectful, attentive and welcoming of clients; protective of client's privacy

Commitment: Two to four shifts per month; three months

Note: This job is at the San Mateo location

VOLUNTEER LOCATION

295 N. Access Road
South San Francisco

VOLUNTEER JOB DESCRIPTION

SAFE HARBOR DESK VOLUNTEER

Assist with the evening check-in of shelter residents; answer the phone, perform some clerical duties, other tasks as needed. Spanish not required, but helpful.

Requirements: Must be respectful and welcoming of clients; protective of client's privacy

Commitment: Two to four shifts per month; three months
