

## General Volunteers

Position	Duties	Location	Time Commitment	Available Schedule	Skills Needed
Administrative Support	Answer phones, file, copy, data entry	Family Services Free Clinic	2-3 hour shift/week	Mon 9-4 Tue 9-4 Wed 9-4 Thu 9-4 Fri 9-3	Office and computer skills
Clothes Closet Volunteer	Provide customer service, sort and stock donations	Clothes Closet	2-3 hour shift/week	Mon 10-3 Tue 10-5 Wed 10-5 Thu 10-5 Fri 10-3 Sat 10-3	Organizational skills and ability to lift 25 lbs.
Clothes Closet Bin Courier	Pickup donations from bins located throughout Goochland County	Clothes Closet	1 shift/week or month	flexible; arranged with CC Manager/Assistant Manager	Driver's license; ability to lift 25 lbs.
Critical Home Repairs	Assist with emergency home repairs	on location at client's homes	varies by project	flexible; arranged with Critical Home Repair Coordinator	Carpentry, plumbing and/or electrical skills
Dental Assistant	Direct patient care; dental laboratory duties; chart maintenance	Dental Clinic	3 hour shift/week or every other week; 6 month commitment	Mon 9-12 Tue 4-7 Wed	DA experience OR willingness to learn and be hands-on
ESL/Literacy Teachers and Tutors	Provide English as a Second Language or Literacy education	Family Services	1 hour preparation and 1 hour class time/week during school year	Mon 7-8 Wed 1-2 or as arranged with student	Training provided
Financial Assistance Counselors	Provide financial education to clients	Family Services	2-3 hour shift/week or month; 6 month commitment	flexible; arranged with Financial Assistance Coordinator	Financial literacy; ability to listen and teach

Food Pantry Couriers	Pickup donations from various stores/food bank	on location at stores and at the Food Pantry	2-3 hour shift/week or month;	varies by store; includes weekdays and weekends	Driver's license; ability to lift 25 lbs.; ability to walk up and down 5 steps repeatedly
Food Pantry Shoppers	Assist clients with food distribution	Food Pantry	2-3 hour shift/week or month	Wed 3:45-6 Thu 8:45-12	Ability to lift 25 lbs.; ability to walk up and down 5 steps repeatedly
Food Pantry Stockers	Weigh, sort and stock food donations	Food Pantry	2-3 hour shift/week or month	Mon 9-4 Tue 9-4 Wed 9-1 Thu 1-4 Fri 9-3	Ability to lift 25 lbs.; ability to walk up and down 5 steps repeatedly
Medical Assistant	Direct patient care; chart maintenance	Medical Clinic	2-3 hour shift/week or month		Coursework and/or experience as a medical assistant
Registration Counselors	Register new and renewing clients	Registration Office	3 hour shift/week	Mon 9-12 Tue 1-4 Thu 1-4	On the job training provided; computer skills; 6 mos. commitment
Special Events	Assist at various events throughout the year	on location	varies	varies; check the events calendar	

### Licensed Professionals

Dental Hygienist	Direct patient care; chart maintenance	Dental Clinic	3 hour shift/week or month	Mon 9-12 Tue 4-7 Wed	License
Dentist	Direct patient care; chart maintenance	Dental Clinic	3 hour shift/week or month	Mon 9-12 Tue 4-7 Wed	License

Mental Health Practitioner	Direct patient care; chart maintenance	Medical Clinic	3 hour shift/week or month	varies	License
Nurse (RN or NP)	Direct patient care; chart maintenance	Medical Clinic	3 hour shift/week or month	Mon 9-12 Tue 9-12 or 4-7 Thu 9-12 or 1-3	License
Physician	Direct patient care; chart maintenance	Medical Clinic	3 hour shift/week or month	Tue 4-7	License

### Interns and Students

Business Interns (e.g. marketing, public relations, etc.)	Various assignments as designated by supervisor	Family Services	Hours determined by school	Schedule determined with supervisor	Enrolled in College Coursework
Dental Hygiene Students	Direct patient care; chart maintenance	Dental Clinic	Hours determined by school	Schedule determined with supervisor	Enrolled in Dental Hygiene Program
Dental Students	Direct patient care; chart maintenance	Dental Clinic	Hours determined by school	Schedule determined with supervisor	Enrolled in Dental School
Medical Assistant Intern	Direct patient care; chart maintenance	Medical Clinic	Hours determined by school	Schedule determined with supervisor	Completed Medical Assistant Program
Medical Students	Direct patient care; chart maintenance	Medical Clinic	Hours determined by school	Schedule determined with supervisor	Enrolled in Medical School
PharmD Students	Direct patient care; chart maintenance	Medical Clinic	Hours determined by school	Schedule determined with supervisor	Enrolled in PharmD Program
Social Work Interns	Various assignments as designated by Family Services Director	Family Services	Hours determined by school	Schedule determined with supervisor	Enrolled in either BSW or MSW Program
Other Interns	Assignments developed by supervisor	Determined by supervisor	Hours determined by school	Schedule determined with supervisor	Enrolled in or completed post-high

					school coursework
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