



Cancer Support Sonoma Volunteer Role Description

Clinic hours of operation:

Tuesdays (beginning April 14) 10am-3pm

Volunteer shifts – Opening - 9am-12:30 Closing -12:30-4pm.

Fridays (beginning March 13) 10am-3pm

Volunteer shifts – Opening - 9am-12:30 Closing -12:30-4pm.

Volunteer responsibilities

Clinic Support

- Help provide a welcoming and supportive atmosphere and face for the clinic, including set-up clinic for the day, i.e. prepare food, tea, rooms, paperwork, etc.
- Greet and check patients in and out
- Schedule future appointments
- Keep food, teas and waiting room refreshed through the day.
- Change linens for providers between sessions, help providers keep rooms clean.
- Clean-up at the end of the clinic, i.e. remove linens, clean dishes, close out any paperwork, restore area to pre-clinic set-up (if things have been moved around).
- Other tasks as needed.

Administrative Support

- Help in the SVH Foundation office with administrative tasks.
- Make reminder calls one day prior to clinic days.
- Assist with research project administrative duties.

Volunteer criteria

All Cancer Support Sonoma Volunteers will:

- Be available to regularly volunteer for one shift per week.
- Complete the “on-boarding” process and orientation

Often, we have volunteers who are cancer survivors who want to help in the program. We so appreciate the offer and the direct connection and experience that can help others. In this scenario, we ask that one year or more has passed since your treatment to participate as a volunteer. During the immediate period after having cancer, we believe it is important to focus on life, health, and returning to normal activities of daily life before being asked to give of yourself for others during this important time for recovery.

Thank you for your interest in volunteering for Cancer Support Sonoma!