NORTH EAST MEDICAL SERVICES
東 北 醫 療 中 心

NORTH EAST MEDICAL SERVICES
VOLUNTEER POSITION DESCRIPTION

Title: Community Outreach Volunteer
Location(s): Multiple
Host Name: Community Relations Liaison

Summary of Volunteer Position:
The Community Outreach Volunteer Program will allow individuals to assist NEMS staff with fairs, festivals, or local community events to interact with event participants. The position may require volunteering during weekends and evenings.

Essential Functions:
- Assist NEMS outreach staff for community events and festivals
- Greet attendees with a positive spirit at various events
- Deliver a positive impression of NEMS
- Assist in administrative duties as appropriate

Preferred Qualifications:
- Excellent communication and/or organizational skills
- Previous experience in community outreach
- Interest in a career in community health, health education, and/or public health

Language:
- Fluent reading, writing, and speaking in English are required
- Fluent speaking in Chinese, Spanish, or another language is preferred

This is a volunteer position. I, the undersigned, acknowledge that I have read, understood, and accepted this position description and am able to perform these essential job functions without restrictions. I also understand that it may be modified from time to time.

_____ _____ _____
Volunteer Print Name Volunteer Signature Date

If the volunteer is under 18 years of age, please also have your parent/guardian sign below:

_____ _____ _____
Parent/Guardian Name Parent/Guardian Signature Date

_____ _____ _____
Volunteer Coordinator Name Volunteer Coordinator Signature Date

_____ _____
NEMS Host Name NEMS Host Title

_____ _____
NEMS Host Signature Date