

Volunteer Opportunities at Neighborhood HealthSource

Administrative Assistant Volunteer (M – F, 8:30 am – 4:30 pm)

Task Description: Work with our Executive and Medical Directors to support a wide variety of clinical projects. Prospective volunteers should be able to plan, organize, and manage several tasks simultaneously. The volunteer will work collaboratively with Neighborhood HealthSource staff to achieve optimal office efficiency. Tasks include faxing, filing, photocopying, and proofreading documents, as well as managing follow-up calls respectfully and promptly. Prospective volunteers should demonstrate a commitment to the mission of Neighborhood HealthSource. This is a fantastic opportunity for volunteers that would like to learn more about the services and operations of a nonprofit, public health clinic.

Required Skills: Volunteers should be highly organized and self-motivated and should have excellent customer service skills.

Time Commitment: Minimum of 6 hours per week.

Location: Sheridan Clinic

Clinical Support Volunteer (M – F, 8:30 am – 4:30 pm)

Task Description: Work with our outreach and administrative staff to support a wide variety of clinical projects. Sort donations of books for our children's reading program, assist with event planning and fundraising, make appointment reminder phone calls to patients, prepare mailings, or pull charts as needed. This is a fantastic opportunity for volunteers that would like to learn more about the services and operations of a nonprofit, public health clinic.

Required Skills: Volunteers should be highly organized and self-motivated and should have excellent customer service skills.

Time Commitment: Minimum of 3 hrs per week

Location: Fremont Clinic

Community Outreach Representative (M – F, 8:30 am – 4:30 pm)

Task Description: Assist our Community Health Worker for our various outreach projects to conduct outreach work in the communities of North and Northeast Minneapolis. Outreach work combines education – on diabetes, hypertension, and stroke – with blood pressure checks to assess stroke risk. Volunteering as a Community Outreach Representative is a great opportunity for volunteers who would like to work in community health!

Required Skills: Volunteers should be highly organized and self-motivated.

Time Commitment: To be determined.

Location: To be determined.

Community Relations (M – F, 8:30 am – 4:30 pm)

Task Description: Represent Neighborhood HealthSource in a variety of ways! Assist in researching community events and organizations, reach out to prospective clients, secure advertisement placements, and much, much more! Gain valuable skills in public speaking, communications and marketing while promoting the services of Neighborhood HealthSource.

Required Skills: Volunteers should be highly organized and self-motivated. Volunteers should have experience in communications and/or marketing.

Time Commitment: Minimum of 10 hours per week.

Location: Sheridan Clinic

Computer Training Volunteer (M – F, 8:30 am – 4:30 pm)

Task Description: We are seeking an enthusiastic, highly motivated volunteer to work with our administrative staff. The primary responsibility of the computer training volunteer will be to organize and lead basic, intermediate, and advanced Excel trainings for staff. The computer training volunteer must be skilled in such tasks as writing formulas, performing calculations, and running pivot tables in

Microsoft Excel. The computer training volunteer will support our administrative staff and advise them on the best practices of data analysis using Microsoft Excel.

Required Skills: The volunteer must have expertise in Microsoft Excel. The volunteer should be highly organized and should be able to work independently.

Time Commitment: 4 hrs/week. Flexible.

Location: Central, Fremont, and Sheridan Clinics

Development/Special Events Intern (M – F, 8:30 am – 4:30 pm)

Task Description: Neighborhood HealthSource is seeking an experienced and highly motivated development intern to work directly with our Community Health and Fundraising Manager. The intern will conduct prospect and donor research, prepare and write correspondence and coordinate mailings, assist with general administrative tasks and sit on the planning committee for our 2011 Gala. Intern will also have the opportunity to participate in grant writing activities and capital campaigns. Strong attention to detail and ability to handle and prioritize multiple tasks is a must.

Required Skills: The interns should have excellent communication and writing skills and be able to act professionally at events and in the workplace.

Time Commitment: 20 hours/week

Location: Fremont Clinic

Fundraising Volunteer (M – F, 8:30 am – 4:30 pm)

Task Description: Work with staff and volunteers to research community opportunities, write letters and secure donations for our 7th Annual Gala! Volunteers will also have the opportunity to participate in grant writing activities and capital campaigns. Strong attention to detail and ability to handle and prioritize multiple tasks is a must.

Required Skills: The interns should have excellent communication and writing skills and be able to act professionally at events and in the workplace.

Time Commitment: 20 hours/week

Location: Fremont Clinic

Fitness Instructor – F.I.T. Force

Task Description: Lead a fitness class for children or teens in Northeast Minneapolis! Our fitness classes are an integral part of our F.I.T. Force program – a community-based, healthy lifestyle program that reaches youths from 11 to 18 years of age. The mission of F.I.T. Force is to prevent and decrease the prevalence of obesity in youth by encouraging children and teens to participate in activities that lower resting heart rate and BMI and promoting healthy diets and increased use of meal planning by families.

Required Skills: Volunteers should be **certified in youth fitness** and should have experience providing fitness instruction to youths.

Time Commitment: 1 hour per week on a weekday afternoon or evening.

Location: To be determined (a Northeast Minneapolis site).

Fitness Instructor – Stroke Prevention Project

Task Description: Lead a fitness class for seniors! Our senior fitness classes are an integral part of our Stroke Prevention Project. The mission of the Stroke Prevention Project is to increase education on cardiovascular disease and offer screenings aimed at the early detection and treatment of diabetes, hypertension, and high cholesterol. The Stroke Prevention Project provides a link to adult community members who are not connected to a health provider and who may not be aware that they have risk factors for stroke. Your contribution helps seniors to maintain physical strength, manage their blood pressure, and to live healthy, active lives.

Required Skills: Volunteers should be certified in senior fitness and/or cardiovascular health and should have experience providing fitness instruction to seniors.

Time Commitment: 1 hour per week total (1/2 hour twice per week). Flexible.

Location: To be determined (a North Minneapolis site).

Green Volunteer (M – F 8:00 am – 5:00 pm)

Task Description: Help Neighborhood HealthSource implement a new recycling program for ink cartridges and cell phones at our clinics! Work directly with our Business Operations Manager to research and promote the recycling program at Neighborhood HealthSource. Your work would greatly assist our efforts to encourage sustainability among our staff and clients.

Required Skills: Volunteers should be highly organized and self-motivated.

Time Commitment: 40 hours or until completed.

Location: Central, Fremont, and Sheridan Clinics

Jump at Reading! Program Intern (M – F 8:00am – 5:00pm)

Task Description: We are seeking an enthusiastic individual to engage children in our reading program. Interns will plan the distribution of books for our Jump at Reading! Program and work with staff to help encourage children to read in an effort to enhance long-term literacy and health in our community.

Volunteers must have excellent oral communication skills and enjoy working with children.

Required Skills: Volunteers should exhibit enthusiasm for education and working with children.

Time Commitment: Flexible. Ongoing.

Location: Central, Fremont, and Sheridan Clinics

Jump at Reading! Program Volunteer (M – F 8:00am – 5:00pm)

Task Description: We are seeking several enthusiastic individuals to engage children in our reading program. Volunteers will interact with children in the waiting area and encourage them to read in an effort to enhance long-term literacy and health in our community. Volunteers must have excellent oral communication skills and enjoy working with children.

Required Skills: Volunteers should exhibit enthusiasm for education and working with children.

Time Commitment: Flexible. Ongoing.

Location: Central, Fremont, and Sheridan Clinics

Literature Search Volunteer (Virtual)

Task Description: We are seeking an enthusiastic, highly motivated intern to work directly with our Quality Improvement Staff to conduct literature searches for topics in health care. Volunteers must have access to journal articles and search databases. Volunteers should also be able to summarize and create fact sheets based on their findings.

Required Skills: Volunteers should be highly organized and should be able to work independently. Volunteers should also have experience conducting literature searches and have an interest in public health.

Time Commitment: 5 hours/week

Location: Virtual

Medical Administrative Assistant Volunteer (M – F, 8:30 am – 4:30 pm)

Task Description: Work with our Medical Director to support a wide variety of clinical projects. Prospective volunteers should be able to plan, organize, and manage several tasks simultaneously. The volunteer will work collaboratively with Neighborhood HealthSource staff to achieve optimal office efficiency. Tasks include faxing, filing, photocopying, and proofreading documents, as well as managing follow-up calls respectfully and promptly. Prospective volunteers should demonstrate a commitment to the mission of Neighborhood HealthSource. This is a fantastic opportunity for volunteers that would like to learn more about the services and operations of a nonprofit, public health clinic.

Required Skills: Volunteers should be highly organized and self-motivated and should have excellent customer service skills.

Time Commitment: Minimum of 6 hours per week.

Location: Central Clinic

Medical Referral Log Volunteer

Task Description: We are seeking motivated volunteers to work with our Medical Assistants in organizing and updating our medical referral logs. Volunteers will assist the MAs in documenting all faxed referral forms and use the Missing Report Spreadsheet to identify referrals which have not been confirmed. MAs may use this spreadsheet to follow up with patients or consultants to determine whether the appointment was kept.

Required Skills: Volunteers should be highly organized and should be able to work independently.

Time Commitment: 3 hours/week

Location: Sheridan Clinic

Quality Improvement Intern (M 8:00 am – 8:00 pm; Tu – F 8:00 – 5:00 pm)

Task Description: We are seeking an enthusiastic, highly motivated intern to work directly with our Quality Analyst. The Quality Improvement (QI) Intern would be responsible for supporting our Quality Improvement initiatives by reviewing and updating clinic policies, making patient follow-up calls, and conducting health audits.

Required Skills: Volunteers should be highly organized and should be able to work independently. Volunteers must demonstrate skills in Microsoft Word, Excel and PowerPoint.

Time Commitment: 10 – 15 hrs/wk

Location: Sheridan Clinic

Silent Auction Volunteer (M-F, 8:30 am – 4:30 pm)

Task Description: Work with our Development staff and volunteers to help secure donations for our annual fundraising gala. Tasks include researching organizations, drafting and sending letters to potential donors, making follow-up calls, etc.

Required Skills: The volunteer should exhibit excellent written and oral communication skills.

Time Commitment: 8 hrs/wk

Location: Fremont Clinic

Volunteer Resources Intern (M-F, 8:30 am – 4:30 pm)

Task Description: We are seeking a detail-oriented, highly motivated intern to assist our Volunteer Coordinator. The primary responsibilities of the Volunteer Resources Intern will be to assist the Volunteer Coordinator in maintaining and developing the Volunteer Program. The intern will research and develop ideas for recognition, logistics, track and record hours and activities of volunteers and assist with other administrative tasks as assigned by the Volunteer Coordinator. Additionally, the intern will assist in development tasks and fundraising for the 7th Annual Gala.

Required Skills: Volunteers should be highly organized and should be able to work independently.

Time Commitment: 8 - 12 hrs/wk

Location: Fremont Clinic

Volunteer Opportunities for Groups with Neighborhood HealthSource

Lead a Children's Book Drive!

Task Description: Organize a children's book drive with your workplace, church group, or community organization on behalf of Neighborhood HealthSource patients! Neighborhood HealthSource is collecting donations of new children's books to distribute to our youngest patients (aged 6 months to 5 years) and gently used children's books for the waiting areas of our three clinics. Help create a literacy rich environment where volunteers read to and entertain our youngest patients, and model the pleasures and techniques of reading aloud!

Lead an Exercise Equipment Drive for Seniors!



Task Description: Organize an exercise equipment drive with your workplace, church group, or community organization on behalf of Neighborhood HealthSource clients! Neighborhood HealthSource is collecting donations of new exercise equipment to be used by seniors participating in fitness classes organized by our Stroke Prevention Project. The mission of the Stroke Prevention Project is to increase education on cardiovascular disease and offer screenings aimed at the early detection and treatment of diabetes, hypertension, and high cholesterol. The Stroke Prevention Project provides a link to adult community members who are not connected to a health provider and who may not be aware that they have risk factors for stroke. Your contribution helps seniors to maintain physical strength, manage their blood pressure, and to live healthy, active lives. Neighborhood HealthSource is seeking donations of

- Exercise balls
- Exercise mats
- Free Weights
- Pedometers

*This position is currently filled.

**To get started on an individual volunteer project, please submit a Volunteer Application, available at www.neighborhoodhealthsource.org/volunteer.html, to our Volunteer Coordinator by email at volunteer@neighborhoodhealthsource.org, by fax at (612) 522-6627, or by mail to:

Attn: Volunteer Coordinator
Fremont Clinic
3300 Fremont Ave. N.
Minneapolis, MN 55412