

**MONONGALIA GENERAL HOSPITAL
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

TITLE: Mail Room Volunteer
DEPARTMENT: Mail Room
REPORT TO: Director of Volunteer Services and Supervisor, Mail Room or his designee

Placement Summary:

Responsible for sorting mail, distributing mail, and other related tasks.

Duties and Responsibilities:

1. Relieve Mail Room Attendant for lunch and breaks.
2. Sort and file departmental mail.
3. Stamp return addresses on envelopes and certified return receipt cards.
4. Put labels on internal departmental mail.

Training Required:

1. Volunteer Orientation, including thorough familiarization of hospital
2. Inservice training by Mail room personnel

Qualifications:

Dependable, courteous person who is familiar with hospital and has the ability to interact with hospital staff in a friendly and helpful manner. Must understand the importance of confidentiality of patient information.

DVS Signature and Date

Department Signature and Date

02/09/10