

# Volunteer Position Description

<b>Position Title:</b>	Women's Wellness Boutique Sales Assistant
<b>Position Type:</b>	Non-patient Care or Service Personnel
<b>Facility:</b>	Edg
<b>Position Summary:</b>	
To assist with staffing the Boutique, assist Women's Health Product Specialist in shop operation, assist with ringing in sales on the register, providing service to all customers as appropriate i.e. greeting, answering phone, scheduling appointments, and sale of gift items.	
<b>Qualifications:</b>	
Former health professional desired with sensitivity and empathy to women's health issues: <ul style="list-style-type: none"><li>• Excellent communication and people skills</li><li>• Ability to work independently, assuming shop responsibility.</li><li>• Ability to operate the computerized cash register, handle money, and make change.</li><li>• Provide excellent service to customers</li><li>• Be able to independently run the register &amp; responsibility for the shop after completion of training program.</li><li>• Be familiar with and follow policies and procedures outlined in the Volunteer handbook.</li></ul>	
<b>Duties &amp; Responsibilities:</b>	
Responsible to Nurse Navigator, training assignments from Boutique staff and nurse navigator: <ul style="list-style-type: none"><li>• Interacts with customers, volunteers, hospital staff, visitor, and vendors.</li><li>• Assist in staffing the Boutique</li><li>• Assist in straightening merchandise and cleaning displays</li><li>• Restock from stockroom</li><li>• Keep Nurse Navigator aware of requests, complains, trends, etc.</li></ul>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"><li>• Maintains patient confidentiality</li><li>• Completes tasks as assigned</li><li>• Checks of items completed on checklist</li><li>• Reports to Boutique staff completion of duties and duties unable to complete.</li></ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"><li>• Minimum one 4-hour work shift per week, vary between 10:00a.m. and 6 p.m. Monday through Thursday</li><li>• Friday 10:00a.m. to 2:00p.m.</li></ul>	
<b>Uniform:</b>	
<ul style="list-style-type: none"><li>• Traditional volunteer uniform, capri pants are acceptable</li></ul>	