



# Non-Clinical Volunteer Opportunities

**Administrative/Development Assistant:** assists the development, communications, and operations staff, allowing the clinic to more successfully fulfill our mission through fundraising and office support. **Qualifications include:** passion for, and desire to support, the IFDC mission; willingness to perform repetitive administrative tasks; computer and MS Office proficiency; and availability during regular business hours. **Duties include:** Mailings, transcription, filing, phone calls, bag and kit stuffing, data entry, and any other administrative tasks as needed. **Schedule:** regular business hours; length and frequency are determined by office needs and volunteer availability, and may be performed one time or on a recurring schedule. **Location:** Greater Nashville clinic.

**Facilities Assistant:** creates an attractive clinic and exterior, increasing patient and volunteer pride, and eliminating the need to outsource these duties, which enables more funds to be freed for the care of our deserving patients. **Qualifications include:** passion for, and desire to support, the IFDC mission; pleasant and professional demeanor; willingness and ability to perform custodial, maintenance, and lawncare tasks; and availability during clinic hours. **Duties include:** lawncare, housekeeping, and light maintenance tasks. **Schedule:** regular business hours; length and frequency are determined by needs and volunteer availability, and may be performed one time or on a recurring schedule. **Location:** Greater Nashville or Rutherford County clinic.

**Patient Care Assistant:** assists the front desk staff, resulting in enhanced experience for our patients, their families, and clinic visitors. **Qualifications include:** passion for, and desire to support, the IFDC mission; pleasant and professional demeanor; willingness to perform repetitive administrative and custodial tasks; availability during clinic hours; and willingness to commit to a minimum of 1 shift per week for at least an 8-week period. **Duties include:** greeting, making appointment confirmation phone calls, administrative tasks, filing, scanning, and patient communication. **Schedule:** 3-4 hour shifts between 8am and 5pm Monday-Thursday, and/or 8am-1pm Friday. **Location:** Greater Nashville or Rutherford County clinic.

**Community Ambassador:** educates and excites the public on Interfaith's good works, engaging community resources and goodwill to enhance our ability to support our mission. **Qualifications include:** passion for, and desire to support, the IFDC mission; energetic public speaking and pleasant and professional demeanor; willingness to learn about and communicate IFDC history, mission, and needs; reliable transportation to events; availability during day and/or evening hours, and willingness to commit to 1-2 shifts per month for at least a 4-month period. **Duties include:** attending community events as the IFDC representative; spreading passion and engagement of our mission; asking for contact information, monetary gifts, and/or volunteer commitments; and carrying in and setting up display materials at events. **Schedule:** varies and is determined by event schedules. **Location:** various sites in Davidson and/or Rutherford Counties and surrounding areas.

**Community Advocate:** helps to spread the word about our good works among the community, raising awareness to assist in fundraising and volunteer recruitment. **Qualifications include:** passion for, and desire to support, the IFDC mission; pleasant and positive social media voice; access to internet and presence on Facebook or Twitter. **Duties include:** Liking, sharing, and commenting on IFDC Facebook posts, reviewing IFDC on websites, forwarding IFDC email blasts to friends and connections. **Schedule:** Flexible; no minimum time required. **Location:** Offsite at the volunteer's home, office, or phone.

**Event Staffer:** helps to raise more funds to be able to give care to more patients in need. **Qualifications include:** passion for, and desire to support, the IFDC mission; pleasant, outgoing, and positive; ability to receive and execute day-of-event instructions. **Duties, Schedule, and Location:** Vary according to event.

**Contact Kristin Dillard Kim, Volunteer Coordinator,  
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### **Interfaith Dental Clinic**

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