



# IOWA CITY HOSPICE

## Volunteer Possibilities

October 2009

### Marketing/Outreach:

- Develop and maintain the Iowa City Hospice web site by adding content, photos, news items, video, downloadable resources, etc.
- Develop a functional Facebook presence for Iowa City Hospice to communicate opportunities such as education programs, events and volunteer opportunities.
- Analyze whether other social networking applications would be beneficial to Iowa City Hospice.
- Assist in other marketing and outreach activities as time and interest allow.
- Requires excellent writing and communications skills, and familiarity with Dreamweaver, Word, Publisher and Adobe applications.

([www.iowacityhospice.org](http://www.iowacityhospice.org))

### Resource Design:

- Develop and design a memory book for use by patients and families, and redesign and/or update the book "Providing Care through the Course of Dementia: A Guide for Caregivers."
- Requires excellent writing and design skills and familiarity with Word, Publisher and Adobe applications.

### Volunteer & Patient Care Coordinator Assistant: 8-10 hours a week, Monday-Friday

- Update patient/volunteer assignment sheet, compose email messages regarding volunteer assignments, update patient records and organize/update volunteer files.
- Requires phone, computer, filing, sorting and excellent organizational skills as well as familiarity with Word, Excel and Outlook applications.

### Non-profit Development (fundraising): Will assist with

- Fundraising events and duties including data entry and management:
- Planning, promotion and execution of the annual Walk for Dignity, our largest fundraising event;
- Planning, promotion and execution of the annual Glenn Roberts Elks/Iowa City Hospice Charity Golf Classic;
- Activities of the *Friends* of Iowa City Hospice auxiliary;
- Volunteer recognition;
- Development of a major gifts program.

**Educational Film Production:** Will help refine current education programs and develop new ones to create high-impact DVD's to use as teaching modules for healthcare professionals, Iowa City Hospice staff and volunteers and the public. Films will be available on DVD and the Iowa City Hospice web site ([www.iowacityhospice.org](http://www.iowacityhospice.org)).

**Volunteer Receptionist:** Greet people at the front desk of Iowa City Hospice and connect them to the appropriate staff member or resource. Available *up to* 40 hours per week, Monday-Friday.

### Data Entry Volunteer: 2-10 hours a week, Monday-Friday

- Update our database.
- Requires accuracy, excellent typing skills and the ability to sit at a computer.

### Stockroom Volunteer: 4-8 hours a week, Monday-Friday

- Help organize and stock supply shelves.
- Requires good organizational skills.
- Requires the ability to lift up to 20 lbs. and stand on a step stool.

**Delivery Volunteer:** Daily need for someone who is comfortable driving long distances and lifting up to 40 pounds. We supply the vehicle. Must be a good driver with a good driving record.