

Volunteers for The Botsford Foundation

Volunteers work as team players with The Botsford Foundation personnel to help support our promise of an uncompromising commitment to excellence and quality in the delivery of personal and compassionate health care.

Responsibilities:

- Assist with mailings
- Help with data entry
- Assist in gift wrapping for events
- Assist in supporting events
- Help with collating or binding material, copying and filing

Desired qualifications:

- Use effective communicative skills
- Have good manual dexterity
- Maintain **HIPAA** compliance at all times (which we will teach you)

Days/times:

Monday thru Friday from 8 a.m. – 4 p.m.

Volunteers commit to a one four-hour shift once a week