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Volunteer Opportunities

Volunteer Opportunities take place on Tues & Th. (9 am – 3 pm), Wednesdays (2-7 pm), during the Clinic’s operating hours. Opportunities include:

- **Reception/Eligibility** – (No Certification Required) greet clients, help manage clinic flow, office tasks, answer telephone, assists with scheduling, etc.
- **Pharmacy Assistant** (No certification required) - help our certified pharmacy technician and pharmacy intern prepare prescriptions for a final check by a pharmacist (basically locating correct meds and counting pills)
- **Medical Translation** (mainly Spanish, but also need Hindi, Arabic, Cantonese, and Mandarin) on-site medical translations during patients' appointments, scheduling appointments, and flyers/online post translation.
- **Nursing** (requires RN/LPN or above) Examples of nursing support include dental referral, diabetic footcare & exams, and diabetic education
- **Healthcare Provider** (FNP, APRN, MD, etc): Providing primary or specialty care
- **Pharmacist** (PharmD): Support general medication dispensing operation
- **Social Media Marketing Management:** Work directly with the Operations Manager to post 3x a week to our social media accounts using Meta Business Suite. Posts must align with Clinic values and support community initiatives.

It would be helpful if you would volunteer **at least once a month**; you may get more opportunities if you train for more than one task. We will expect you to commit for **at least 3 months**.

Thank you for your willingness to consider a volunteer position at the DTC and we look forward to working with you!

Sincerely,

A handwritten signature in black ink, appearing to read 'Pete Gosar', written over a light blue horizontal line.

Pete Gosar
Executive Director

Revised: August 2023