

of volunteers

Location	Department	Volunteer duties	volunteer hours needed	
Charleston	Payroll	Filing	8 -noon, noon - 4	2
Charleston	Nut and Food	Food service on the CLC i.e. beverage service, delivering trays, set up and break down, wrapping silverwre, tea and misc meal setup and break down.	7:30 - 4P	1
Charleston	HBPC	Faxing, assisting with filing, answering phone, gathering and organizing supplies.	8 -noon, noon - 4	1
Hinesville	H'ville CBOC	Greeting Veterans, Preparing information packets for various departments, administrative duties	9 - 1, 1 - 5	2 or 3
Trident	Trident CBOC	Orgnaize files, patient educational materials, assist with lobby traffic, assist with projects	flexible	1 or 2
Charleston	Anesthesia	Classroom prep, minor maniken/task trainer repair, simulation equipment maintenance, organize materials, creating and distriburing post course documentation	M-F anytime	1 or 2 people
Charleston	4BS	Escort patients or labs to clinics, patient visitation, assist with walks	8 - noon, noon - 4	1
Charleston	CLC	Escort patients or labs to clinics, patient visitation, assist with walks	8 - noon, noon - 4	2
Charleston	ICU	Escort patients or labs to clinics, patient visitation, assist with walks	8 - noon, noon - 4	1
Charleston	My HealtheVet/ Customer Service	Register Veterans winto MHV via laptop, assist those already registered	anytime 7:30 - 4:00	3
Trident	My HealtheVet/ Customer Service	Register Veterans winto MHV via laptop, assist those already registered	anytime 7:30 - 4:00	2

Savannah	My HealtheVet/ Customer Service	Register Veterans winto MHV via laptop, assist those already registered	anytime 7:30 - 4:00	2
Hinesville	My HealtheVet/ Customer Service	Register Veterans winto MHV via laptop, assist those already registered	anytime 7:30 - 4:00	2
Myrtle Beach	Myrtle Beach Admin assistant	Orgnaize files, patient educational materials, assist with lobby traffic, assist with projects	flexiable	4
Charleston	OI&T	Observe and assist team with inventory, and other duties as assigned	Flexable	4