

Child Immunization Clinic Volunteer Position Description

Revised: January 24, 2019

GOAL

- To assist nurses in the smooth operation of Child Immunization Clinics

SAMPLE ACTIVITIES

- Greet, seat, and check-in clients upon their arrival
- Weigh and measure babies and record data in the baby's passport; at parents' request
- Clean equipment before and after contact (e.g. scales)
- Observe other children to ensure their safety while parents are consulting with the nurse

TIMEFRAME

- Minimum commitment of 3 months
- Shifts range from 2.5 - 3 hours
- Scheduling is dependent upon location and time of each clinic

WORKSITE(S)

- **Deer Lake 1 Centre:** #105 - 4946 Canada Way (Free Parking on Ledger Ave. or come to Citizen Support Office to borrow a parking pass)
- **Edmonds Community Centre:** 7433 Edmonds St
- **South Burnaby Neighbourhood House:** 4460 Beresford St (3rd Floor, FREE parking in underground and in a stall with a "Burnaby Neighbourhood House" sign.

QUALIFICATIONS

- Friendly, organized, punctual, loves working with children
- Ability to work well with the general public

BENEFITS

- Strengthen communication skills
- Gain experience working in a medical setting and with children

STAFF CONTACT

- Volunteer Program Coordinator: 604-294-7920
- Front desk: 604-294-7980

