



Department of Health & Human Services

VOLUNTEER POSITION DESCRIPTION

WIC (Women, Infants, and Children) Clinic Assistant Volunteer:

The Position: Assists with office duties including weighing and measuring infants and children, cleaning breast pumps, preparing WIC folders and enrollment packets, updating clinic bulletin boards, calling mothers, and other routine office work. It is great opportunity for people in nutrition, dietetic, public health education, medical front office training, or if you just need to gain some experience.

Location: Various locations throughout Sacramento County.

Hours: Monday – Friday between 8:00 a.m. to 5:00 p.m. Minimum 12 hours per week and a three month commitment.

Minimum

Qualifications: Nutrition knowledge is a plus. Must be comfortable talking to clients about breastfeeding information. Ability to follow protocol to clean breastfeeding pumps. Flexible and mature personality, pays attention to details, has self-initiative and a good work ethic.

Benefits: An evaluation and work reference can be provided upon request with successful completion of the volunteer assignment. Working with professionals and exposure to a community clinic setting.

To Apply: Send résumé to e-mail address: LiuT@SacCounty.net or contact the Volunteer Services Office at (916) 875-2027 for an application. Positions depend on availabilities.

Questions? Tammy Liu, Volunteer and Student Intern Services Coordinator at (916) 875-2027.