



Ontario County Public Health  
Volunteer Job Description

**Volunteer Shifts:** Monday- Friday 8:30 AM - 3:00 PM

**\* To reduce traffic flow, we are asking that a volunteer cover the entire shift listed above.**

**Report To:** Ontario County Public Health 3019 County Complex Drive Canandaigua, NY 14424  
Enter thru the building on the right side of the building (sliding glass door)  
3<sup>rd</sup> door on the right- Room 138

Check-in at the front desk, if Becky is not there ring bell. You will be required to complete a health screen before the shift. ***Please do not report for any shift if you are sick or have any of the following symptoms: fever or chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.*** Mask wearing is required upon arrival and if up from volunteer area and while interacting with staff. Lunch room is available for breaks, feel free to bring in a beverage and/or food.

**Responsibilities & Duties:** Answering phones, taking messages, answering general/typical questions from provided script.

**\*Will be required to sign a statement retaining confidentiality**

Please complete the information below and return to Kristen Koczent at [kristen.koczent@uwrochester.org](mailto:kristen.koczent@uwrochester.org).

Name: \_\_\_\_\_

Contact Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Email: \_\_\_\_\_

Days Available (check all that apply)

Monday      Tuesday      Wednesday      Thursday      Friday

**\*Kristen will contact you to schedule your specific days based on availability listed above.**