



## Hospital Sisters Mission Outreach Volunteer Opportunities

We would like to invite you to assist us in our efforts to address the serious unmet medical needs of people in developing countries. With your assistance we will increase the access to quality health care around the world through a medical recovery and responsible redistribution program.

Each year hundreds of thousands of pounds of medical equipment and supplies are deemed surplus by U.S.-based healthcare providers. Hospital Sisters Mission Outreach recovers these usable items otherwise destined for landfills. The surplus is then sorted, cleaned, repaired, inventoried, and published in an on-line catalog. In Fiscal year 2010 we plan to send at least forty 40-ft. shipping containers filled with usable and needed medical equipment and supplies.

Mission Outreach has experienced an increasing demand from healthcare recipients all over the world. We attribute this increase to the quality of items we ship and to the accountability of our recovery and responsible redistribution program. Over the past two years we have shipped 1.5 million pounds of supplies and equipment, valued at more than \$10 million, to 50 countries.

As a result of this unique process, access to quality healthcare has been improved and numerous lives have been saved. Please join us in addressing the serious unmet medical needs of people around the world!

For more information, please contact

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Positions available: **Sort Room  
Data Entry  
Warehouse  
Sort Room Specialist  
Warehouse Specialist**

Hours: **Flexible**

Supervisor: **Volunteer Associate and/or Warehouse Associate**

Mission Outreach is looking for outstanding volunteers to help us with data entry, sorting, and warehouse responsibilities. We can offer flexible hours during the week, some evenings and Saturdays. There is no previous knowledge of medical supplies needed, as we will train.

A **Sort Room Specialist** will help prepare/set up for volunteer activities, guide and train volunteers in the sorting process, assist in Month-end preparations, work with Volunteer Associate to schedule volunteers and must demonstrate attention to detail!

An effective **Warehouse Specialist** will help to prepare the warehouse for volunteer activities, oversee the warehouse volunteer tasks, communicate with Warehouse and Logistics Manager to plan activities and coordinate with Volunteer Associate to schedule volunteers.

A **Data Entry Volunteer** will enter medical supplies in the inventory system, assist in month-end and year-end balancing of the sort room and warehouse and will enter detailed information into a customized database. This person must demonstrate basic computer skills and attention to detail.

As a volunteer, you will not only be helping a fantastic and dynamic nonprofit with very important work, but you will be learning what it truly means to be "green" and become part of the environmental and social justice movement!