



**interfaith
dental**

A smile changes everything.

Non-Clinical Volunteer Opportunities

Administrative/Development Assistant: assists the development, communications, and operations staff, allowing the clinic to more successfully fulfill our mission through fundraising and office support. **Duties include:** Mailings, transcription, filing, phone calls, bag and kit stuffing, data entry, and any other administrative tasks as needed.

Patient Care Assistant: assists the front desk staff, resulting in enhanced experience for our patients, their families, and clinic visitors. **Duties include:** greeting, making appointment confirmation phone calls, administrative tasks, cleaning and sterilizing in waiting room area, and patient communication.

Spring Gala Event Committee: helps to raise more funds to be able to give care to more patients in need. **Duties include:** attending committee planning meetings; soliciting contacts and local businesses for sponsorship and silent auction items; packaging and wrapping silent auction baskets; stuffing and stamping invitation mailings; and other tasks as assigned by event chairpersons.

Third Party Fundraiser: hosts a small fundraiser of their own, with the proceeds benefitting Interfaith. **Duties include:** deciding on an event type and submitting it to Interfaith for approval; planning, inviting friends and network to, and hosting the event; presenting the earnings as a donation to Interfaith patient care. More details available on request.

Community Advocate: helps to spread the word about our good works among the community, raising awareness to assist in fundraising and volunteer recruitment.

Duties include: Liking, sharing, and commenting on IFD Facebook posts and retweeting Tweets; reviewing IFD on websites; forwarding IFD email blasts to friends and connections; inviting an Interfaith representative to speak at your faith community small group or other community group.

www.InterfaithDental.com

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Rutherford County – 210 Robert Rose Dr – Murfreesboro TN 37129 – 615.225.4141