

Volunteer Options

You can contribute to NDSM by volunteering in the following ways. Bilingual speakers always appreciated.

For all areas except medical, please contact Barbara Griffing at 972-620-0671

For the Medical Clinic, please contact Nancy Volk at 972-620-8696 ext. 226

Emergency Aid Center

Client Interviewers	to work with clients to assess needs and situations, verify information and determine appropriate assistance
Pantry Workers	to fill grocery orders, stock pantry shelves and package food and hygiene items
Van Drivers	to pick up pantry items using NDSM van (requires moderate to heavy lifting)
Job Counselors	to help assess employment goals, identify job opportunities, prepare resumes and set up job interviews
Receptionists	to answer telephone, field client inquiries and facilitate the client application process
Computer Workers	to work with data entry, word processing and/or spreadsheet applications
Clerical Assistants	to assist staff with clerical tasks such as mailings and record keeping
Financial Assistants	to write checks and make deposits using Peachtree Accounting Software

	Mon	Tue	Wed	Thurs	Fri	Sat
AM	9:30 am - 12:30 pm	9:30 am - 12:30 pm	9:30 am - 12:30 pm	9:30 am - 12:30 pm	9:30 am - 12:30 pm	9:00 - 11:30 am
PM	12:30 - 3:30 pm	12:30 - 3:30 pm	12:30 - 3:30 pm	12:30 - 3:30 pm	12:30 - 3:30 pm	
Evening	6 pm - 7:30 pm 1st and 3rd Mondays each month					

Clothes Closet and Thrift Store

to assist clients with clothing selection, check out clients, operate cash register, and sort clothing donations

Mon	Tue	Wed	Thurs	Fri	Sat
9:30 am - 2 pm	9:30 am - 2 pm	9:30 am - 2 pm	9:30 am - 2 pm	9:30 am - 2 pm	9:00 - 11:30 am

Free Medical Clinic

Clinic Staff	(for all clinics) to act as receptionist, assist with in-take, and enter computer data
Translators	(for all clinics) to help Spanish speaking patients communicate with physicians
Nurses, PAs, and NPs	to assist physicians, administer immunizations, help with records discharge and other medical duties
Physicians	(11 am - 2 pm Tuesday, 6 - 8 pm Tuesday, Wednesday Thursday) to provide primary care to adults and children
Pharmacists	(6 - 8:30 pm, Tuesday, Thursday) to fill prescriptions
Dentists	(8 am - Noon, 1st and 3rd Fridays) to provide adult dental emergency care, e.g. extractions and infections
Dental Technicians	(8 am - Noon, 1st and 3rd Fridays) to assist dentists in providing adult dental emergency care

Mon	Tue	Wed	Thurs	Fri	Sat
General Clinic Adults Only	General Clinic Podiatry Dermatology Children's Clinic	Women's Clinic	General Clinic Podiatry Dermatology	Dental Clinic	
Evening 5 pm to close	Morning 10:30 am - 2 pm Evening 5 pm to close	Evening 5 pm - close 1st and 3rd Wednesday of each month	Evening 5 pm to close	Morning 8 am - 12 pm 1st and 3rd Friday of each month	

Special Services

ESL Teachers to teach conversational English to non-English speakers (need not speak Spanish)

Mon	Tue	Wed	Thurs	Fri	Sat
	6:30 - 8 pm		6:30 - 8 pm		