



Volunteer Title: First Impressions Liaison

ORGANIZATION: Daly City Youth Health Center

REPORTS TO: Business Manager

HOURS: At least one day per week (M-F) for four hours (9AM - 1PM or 1 - 5 PM shifts), for a minimum of three months.

INTRODUCTION:

The Daly City Youth Health Center believes in the potential of all young people, and with a little help and guidance, they can make smart decisions that set them on track for a healthy and productive life. Young people today are dealing with tough problems including pregnancy, sexually transmitted infections, substance abuse, stress, bullying and even suicide. The risk is greater in northern San Mateo County where at least a third of our young people live in poverty and many are immigrants facing language and cultural barriers. Many don't know where to get the help and support they need.

For 28 years Daly City Youth Health Center has prepared our communities' teens and young adults for a healthy and productive adulthood. The Health Center is a school-linked program of the Jefferson Union High School District in collaboration with a medical clinic operated by the San Mateo Medical Center. The Health Center provides free, confidential and culturally sensitive primary medical care, mental health counseling, and health education to adolescents aged 12-24 years of age.

DESCRIPTION OF POSITION:

The First Impressions Liaison serves as the receptionist for the Daly City Youth Health Center, supporting the Center's mission of providing safe, respectful, comprehensive health services to underserved teens and young adults, preparing them for a healthy adulthood. The Liaison plays an important role in setting the tone for the organization. As the first and last person visitors see when they are in the office, the Liaison is instrumental in making sure visitors have a positive experience.

KEY RESPONSIBILITIES:

- Greets clients and visitors in a friendly and sincere manner, making them feel comfortable when they visit the office and directs them to other offices or locations
- Answers questions about the Youth Health Center and provides forms when necessary
- Maintains neat, organized and clean lobby area
- Receives mail and distributes it
- Aids in the preparation of bulk mailings
- Other duties as assigned



QUALIFICATIONS: Passionate about the mission of the Health Center. Pleasant and friendly manner, patient, professional, dependable. Basic knowledge of computer and data entry.

ALL volunteers once accepted must submit TB test clearance. In addition, 18+ year old volunteers will be required to undergo Livescan fingerprinting before starting service.

LOCATION: The Liaison works in the lobby area of the Youth Health Center at 350 90th St, 3rd Floor, Daly City, CA

TO APPLY: Send completed volunteer application, please include "Volunteer Liason" in subject line. Email: pcarbullido@dalcityyouth.org. For more info visit www.dalcityyouth.org