Department of Family, Population & Preventive Medicine
HSC Level 3 Room 068

Supervisor: Annemarie Ng, MS, RD
Telephone: annemarieng@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement. This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

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<th>Day</th>
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9AM-3PM

Duties

• Planting, Harvesting, Weeding, Fertilizing & Watering of Vegetables on the Rooftop Farm.
• Working with Faculty to Develop Social Media Material
• This is mostly a Seasonal Position with the Majority of Hours Taking Place From May to October
• Application of Organic Insecticides to Plants
• Assist in Kids “Farm-to-Table” Cooking Workshop Scheduled for 6 Days in the Summer
• Set Up Cooking Stations, Assist in Recipe Preparation
• Other Duties as Assigned

Necessary Skills

• Farming Skills or Willingness to Learn
• Volunteers are able to Commit a Minimum of 3 Hours on Mondays and/or Wednesdays

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.
This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

- **Monday**  Yes  No
- **Tuesday**  Yes  No
- **Wednesday**  Yes  No
- **Thursday**  Yes  No
- **Friday**  Yes  No
- **Saturday**  Yes  No
- **Sunday**  Yes  No

**Duties**

- Assemble Admission/Discharge Packets
- Check Charts for Property Lists
- Help Organize Supplies
- Assemble New Admission Charts and Disassemble Discharge Charts

**Necessary Skills**

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NEUROPSYCHOLOGY
14 TECHNOLOGY DRIVE SUITE 12B

Supervisor: EKATERINI PANAGIOTAKOPOULOU
Telephone: 631-444-4192

This assignment requires an interview with the supervisor prior to placement. This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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Duties
• Scoring tests
• Filing
• Scanning
• Copying
• Answering Phone Calls
• Making Patient Charts

Necessary Skills
• Have a Vehicle to drive to our office, as we do not have our office inside the hospital

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.
This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- **Monday**: Yes ☐  No ☐  9 am to 4 pm
- **Tuesday**: Yes ☐  No ☐  9 am to 4 pm
- **Wednesday**: Yes ☐  No ☐  9 am to 4 pm
- **Thursday**: Yes ☐  No ☐  9 am to 4 pm
- **Friday**: Yes ☐  No ☐  9 am to 4 pm
- **Saturday**: Yes ☐  No ☐
- **Sunday**: Yes ☐  No ☐

**Duties**

- Organizing medical records
- Scanning medical records
- Clerical work

**Necessary Skills**

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.
This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

- **Monday**: Yes  ☐ No  10AM-2PM--2PM-6PM
- **Tuesday**: Yes  ☐ No
- **Wednesday**: Yes  ☐ No  10AM-2PM--2PM-6PM
- **Thursday**: Yes  ☐ No
- **Friday**: Yes  ☐ No  10AM-2PM--2PM-6PM
- **Saturday**: Yes  ☐ No  10AM-2PM--2PM-6PM
- **Sunday**: Yes  ☐ No  10AM-2PM--2PM-6PM

**Duties**

- Filing
- Help Answer Phone Calls
- Help Provide Directions to Visitors
- Put Together Admission/Discharge Packets

**Necessary Skills**

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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.
SURGICAL SERVICES (NURSING)
8N-015

**Supervisor:** JESSICA MONTI  
**Telephone:** 631-444-9189

This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

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**Duties**

- Office/Clerical Support
- Filing
- Supply Delivery/Mail
- Misc. Administrative Support

**Necessary Skills**

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient’s stay at University Hospital as pleasant and comfortable as possible.
SURGICAL TRAUMA
9W2-PAVILION

Supervisor: RUTH AVILA
Telephone: 631-2163970

This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

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Duties

- Filing
- Help answer Phone Calls
- Help Provide Directions to Visitors
- Put Together Admission/Discharge Packets

Necessary Skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.
This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

- **Monday**: Yes/No 8:30AM-5PM
- **Tuesday**: Yes/No 8:30AM-5PM
- **Wednesday**: Yes/No 8:30AM-5PM
- **Thursday**: Yes/No 8:30AM-5PM
- **Friday**: Yes/No 8:30AM-5PM
- **Saturday**: Yes/No
- **Sunday**: Yes/No

**Duties**

- The Trauma Center has moved community programs to virtual delivery via Zoom (i.e. Tai Chi)
- The position will have volunteers provide technical support for the live classes.
- Volunteers will be actively logged into Zoom to help spotlight the instructor, mute/unmute participants and play music through screen share.
- Play music through screen share
- Volunteers will also help with logistics such as attendance
- No program experience needed. This is a technical support position (remote)

**Necessary Skills**

- General knowledge of Zoom: spotlighting, share audio/screen share, mute/unmute etc.
- Position will also use google drive, Slack and music streaming (youtube, spotify etc.)

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