

  
*Department of Health Services*

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**VOLUNTEER POSITION DESCRIPTION**

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**WIC ( Women, Infants, and Children) Clinic Assistant Volunteer:**

**The Position:** Assists with office duties including weighing and measuring infants and children, cleaning breast pumps, preparing WIC folders and enrollment packets, updating clinic bulletin boards, calling mothers, and other routine office work. It is a great opportunity for people in nutrition, dietetic, public health education, and medical front office training, or if you just need to gain some experience.

**Location:** Various locations throughout Sacramento County.

**Hours:** Monday – Friday between 8:00 a.m. to 5:00 p.m. Minimum 12 hours per week and a three month commitment.

**Minimum**

**Qualifications:** Nutrition knowledge is a plus. Candidate must be comfortable talking to clients about breastfeeding information. Ability to follow protocol to clean breastfeeding pumps. Flexible and mature personality, pays attention to details, demonstrates self-initiative and a good work ethic.

**Benefits:** Working with professionals in a community clinic setting.  
An evaluation and work reference can be provided upon request with successful completion of the volunteer assignment.

**To Apply:** Send résumé to e-mail address: [thompsonjer@sacounty.net](mailto:thompsonjer@sacounty.net) or contact the Volunteer Services Office at (916) 875-1250 for an application. Positions depend on availabilities.

**Questions?** Jerri Thompson, Volunteer and Student Intern Services Coordinator at (916) 875-1250.