Donations and Office Volunteer, Child Life Services

Boston Children’s Hospital, Main Campus

To support the Child Life Services Department in administrative tasks and assist with donations.

Duties:

- Initial orientation on first day to introduce tasks and areas, followed up by daily check-ins with point person.
- Accept and organize donations.
- Deliver boxes of donated items to child life specialists on floors.
- Write and send donation thank you notes.
- Keep storeroom organized and stocked with supplies.
- Assist the supervisor with any other needs, such as programming or preparing materials for patients and families.

Requirements:

- At least 18 years old and graduated from high school.
- Must fully complete application and submit reference sheet.
- Available to attend an in-person interview.
- Organized, good communicator.
- Able to lift up to 25 lbs.
- Able to work independently and with minimal supervision

Current Volunteer Needs Are:

- Tuesday, 10-3
- Wednesday, 10-3
- Thursday, 10-3

Minimum Commitment:

- **One set 4 hour shift per week** for one calendar year

How to Apply:

Please send an email to Jessica Slayback. Please include a brief description about yourself and which timeslot you would be available to volunteer.

- [Volunteer Application](#)
- [Reference Form](#)