VOLUNTEER ROLE · MARIAM CLINIC

Clinic Administrative Volunteer

Cary, NC · Sundays 11:00am – 5:00pm · Non-Clinical · Unpaid

SERVICE · RESPONSIBILITY · INTERACTION

mariamclinic.org

RESPONSIBILITIES

- Greet patients and visitors upon arrival, creating a welcoming first impression.
- Assist with answering and directing phone calls to appropriate clinic staff.
- Help organize paperwork and clinic documents to support administrative workflows.
- Scan, copy, and file forms as needed in support of clinic operations.
- Maintain a clean, organized, and professional reception area at all times.
- Provide general administrative support to clinic staff throughout the clinic day.
- Uphold patient privacy and confidentiality in accordance with HIPAA and clinic policies.

WHAT TO EXPECT

Mariam Clinic is a volunteer-run free clinic serving uninsured adults in Wake and Durham counties. Administrative volunteers are essential to every clinic day — your work directly enables our medical team to focus on patient care, working alongside physicians, nurses, and fellow volunteers.

PREFERRED SKILLS

- Professional and friendly demeanor when interacting with patients and staff
- Strong communication and interpersonal skills across diverse patient populations
- Attention to detail and organizational abilities in a fast-paced environment
- Ability to work independently and collaboratively as part of a volunteer team
- Basic computer proficiency including familiarity with common office software
- Interest in healthcare, medicine, nursing, public health, or a related field

REQUIRED DOCUMENTS

All documents must be submitted before beginning volunteer service:

- Completed volunteer application (available on clinic website)
- Copy of photo identification
- Copy of vaccination / immunization records
- COVID-19 vaccination card or proof of vaccination

ROLE DETAILS

TYPE
Non-Clinical

SCHEDULE
Sundays

HOURS
11:00am – 5:00pm

LOCATION
Cary, NC

STATUS
Volunteer (Unpaid)

HOW TO APPLY

Download the application and submit all required documents to begin onboarding.

DOWNLOAD APPLICATION
mariamclinic.org/volunteer

EMAIL
clinicadmin1@ mariamclinic.org