

VOLUNTEER POSITION DESCRIPTION

General Volunteer | The Liver and Kidney Hope Foundation (TLHF)

Position	TLHF Volunteer (General)	Supervisor	Volunteer Coordinator
Department	Volunteer Program	Status	Unpaid volunteer; not an employee
Time commitment	Flexible; at least ____ hours a month	Location	Nevada chapters, events, and virtual
Minimum age	18 (16 to 17 with consent)	Screening	Application, interview, background check if needed
Prepared by	_____	Approved / date	_____

Why we need you

TLHF is a Nevada 501(c)(3) nonprofit that provides liver and kidney health education, community support, and outreach. Volunteers are at the heart of our work. You help people living with kidney or liver disease, people on dialysis, transplant candidates and recipients, living donors, and their families feel welcome, informed, and supported. **Volunteers share education and friendship; they do not provide medical care or advice.** Every role is meaningful, and no experience with kidney or liver disease is required, though lived experience is welcome.

Welcome greet and support	Events help run events	Outreach share TLHF	Admin office and virtual help
A Support groups and participant welcome			
■ Greet participants and guests, help with sign-in, and set up and clean up the meeting space. ■ Offer refreshments (following food safety and dietary guidelines), help newcomers feel included, and assist facilitators with materials. Leading a group requires facilitator training and approval.			
B Events and fundraising			
■ Help with registration, ushering, setup, decor, signage, food service, and takedown at galas, walks, and community events. ■ Support the theater and musical programming (front-of-house or backstage). Handle donations and tickets only as trained, with a second person.			
C Community outreach			
■ Staff information tables at health fairs, hospitals, and community events using approved materials. ■ Share TLHF with friends and groups, and pass questions you cannot answer to staff.			
D Office, virtual, and skills-based support			
■ Help with mailings, data entry, phone calls, social media, graphic design, photography, translation, and research as trained. ■ Share professional skills (accounting, legal, IT, writing) when approved by staff.			

REQUIREMENTS, EXPECTATIONS, AND BOUNDARIES

What we ask of volunteers, and what you can expect from us

Requirements and benefits

Requirements	What you can expect from TLHF
• Complete the application, interview, and screening, including a background check for roles with direct participant contact • Attend orientation and role-specific training • Read and sign the volunteer agreement, confidentiality statement, and code of conduct • Be reliable, respectful, and on time; let us know if you cannot attend • Follow TLHF policies and staff direction • Stay home and tell us if you are ill or have been exposed to contagious illness	• A clear role, supervisor, and training • Respectful, safe, and inclusive treatment • Support, feedback, and recognition • Reimbursement of approved, pre-authorized expenses under policy • Letters of recommendation and verification of service hours on request • A voice in how we serve: tell us what is working and what is not

Boundaries: what volunteers do and do not do

Volunteers always	Volunteers never
✓ Treat everyone with kindness and respect ✓ Keep what participants share confidential ✓ Use approved TLHF materials and messages ✓ Refer medical questions to the person's own healthcare team ✓ Tell staff right away about safety concerns or someone in distress ✓ Call 911 in an emergency and report it	✗ Give medical, legal, or financial advice, or recommend treatments, medicines, or supplements ✗ Share participants' names or stories outside TLHF, or post about them online ✗ Sell products, recruit for other causes, or ask participants for money ✗ Handle cash alone or accept personal gifts or loans ✗ Provide counseling or therapy, or make promises you cannot keep ✗ Photograph or record participants without permission

E Health and safety

- Many people we serve have weakened immune systems. Wash your hands and stay home if you are sick.
- Know the exits and emergency plan for each location, lift only what you can safely lift, and report any injury or incident right away.

Please note

Volunteering is a relationship of mutual choice and can be ended by you or by TLHF at any time. Volunteers are not employees, are not paid, and do not receive employee benefits. TLHF may adjust or end a volunteer role if policies or needs change.

CODE OF CONDUCT, AVAILABILITY, AND AGREEMENT

Please complete and return this page to the Volunteer Program

1 Code of conduct highlights

- | | |
|---|--|
| ☐ I will treat participants, staff, and volunteers with dignity and respect. | ☐ I will not harass, discriminate, or threaten, and I will not use alcohol or drugs while volunteering. |
| ☐ I will keep participant information confidential. | ☐ I will follow safety rules, report concerns, and stay within my role. |

2 My availability and interests (check all that apply)

- | | |
|--|--|
| ☐ Weekday daytime | ☐ Events and fundraising |
| ☐ Weekday evenings | ☐ Community outreach |
| ☐ Weekends | ☐ Office, data, or mailings |
| ☐ One-time events | ☐ Social media or design |
| ☐ Ongoing weekly or monthly | ☐ Translation or interpreting |
| ☐ Support group welcome | ☐ Professional skills: _____ |

About me

Name	_____	Phone	_____
Email	_____	Preferred contact	_____
Emergency contact	_____	Emergency phone	_____
Skills, languages	_____	How I heard of TLHF	_____

Volunteer agreement

By signing, I confirm that I have read this position description, that I understand volunteers do not give medical advice, that I will keep information confidential, and that I agree to the code of conduct. I understand I am a volunteer, not an employee, and that this form is not a contract.

Volunteer signature	_____	Date	_____
Printed name	_____	Guardian (if under 18)	_____
Volunteer Coordinator	_____	Date	_____