

Global Links Individual Volunteer Positions

Volunteer Packing Specialist

- Volunteers assist Global Links in packing medical supplies for shipment.
- Volunteer responsibilities include:
 - Attention to details is essential—details include things such as sizes, manufacturers, expirations dates and sterility.
 - Completion of handwritten shipping label.
 - Packing of items securely so they will arrive at their destination undamaged.
 - Asking questions when the task is unclear.

Volunteer Sorting Specialist

- Volunteers sort incoming donated supplies to appropriate location on storage shelves.
- Volunteer responsibilities include:
 - Developing visual familiarity with a wide range of medical supplies and learning the layout of supply shelves.
 - Asking questions when unsure of supply identification or storage location.
- We ask a minimum commitment of two hours per week.

Volunteer Suture Program Specialist

- The volunteer suture program specialist will assist the suture program coordinator in sorting, maintaining inventory, and pulling sutures for shipment.
- Volunteer responsibilities include:
 - Developing a basic familiarity with the suture program.
 - Developing an understanding of the process of receiving sutures, storage of sutures, and shipping of sutures.
 - Attention to detail, including expiration dates, is essential.

Volunteer Clerical Assistant

- The volunteer will assist in filing, data entry, typing, mailings, and other clerical duties as necessary to ensure the smooth administrative function of the office.