

# VOLUNTEER OPPORTUNITY

(Updated: 8/22/19)

**Position Title:** (1) Donor Monitor (2) Donor Registrar

**Agency Name:** Bloodworks Northwest

**Agency Description:** Saving lives through research, innovation, education and excellence in blood, medical and laboratory services in partnership with our community.

## Position Descriptions:

**Donor Monitor** – The donor monitor will create a positive environment while monitoring the safety and wellbeing of blood donors directly after donation. Observe donors for adverse reaction following donation, serve refreshments, maintain pleasant and comfortable atmosphere for donors awaiting release. Qualifications: Strong desire to help and serve others, excellent oral and written communication skills, well-organized, enjoys working directly with people, and ability to serve and restock refreshments.

**Donor Registrar:** The donor registration volunteer will welcome and register volunteer blood donors using tablet computer equipment. Identify, verify, retrieve, and record accurate information to register donors using a computer program. Manage donor appointments at check-in. Maintain annual updated training status or competency assessment, including intermittent online updates. Qualifications: Strong desire to help and serve others, excellent oral and written communication skills, ability to accurately record information using a computer and tablet keyboard, well-organized, enjoys working directly with people, and has a current working email address for updated training and communication purposes. Requires a minimum of one shift or practice session (3-6 hours) per month to maintain current status. Training typically takes three sessions to complete.

**Total number of weekly hours:** 3-6 hours per shift

**Days/hours:** Sunday 9AM – 5PM, Monday 8AM-3PM, Tuesday-Thursday 12PM-8PM, and Friday 8AM-3PM. Other locations may vary.

## Time commitment:

- Must be able to volunteer once a month
- Flexible days, times, and multiple locations are available, depending on current openings and needs in your region. Weekends are available in some locations
- A complete background check is required for this position

**Additional information:** Volunteers may be terminated for (1) absenteeism or for signing up for shifts and not showing up, or not giving enough notice of absence. (2)

Poor communication - - not communicating effectively or professionally regarding absences or late arrival. (3) not meeting volunteer expectations such as dependability

**Orientation:** Students are required to participate in orientation and training (usually the same day) which covers description/expectations of position, code of conduct, etc.

**Number of openings:** Check with Volunteer Manager for current openings.

**Address:** 921 Terry Avenue, Seattle, WA 98104 (various other locations in King & Snohomish County)

**Contact:** Jaclyn Ng  
[jng@bloodworksnw.org](mailto:jng@bloodworksnw.org)  
or  
Katie Holzman  
[kholzman@bloodworksnw.org](mailto:kholzman@bloodworksnw.org)

Downtown Seattle, South Lake Union, South Seattle, Beacon Hill, Rainier Valley, West Seattle, South Capitol Hill.

**Web Address:** <https://www.bloodworksnw.org/donate/volunteer>

**Application procedures:** Complete online application form.