

Student Volunteer  
Florida/USVI Poison Information Center – Jacksonville

General job summary:

To provide general office support to the Florida/USVI Poison Information Center -Jacksonville. The tasks are typical clerical and computer-related duties.

Minimum requirements:

In addition to what is expected through the UF Health Jacksonville Volunteer Services Office, which can be found at <http://ufhealthjax.org/volunteer/>, (will this be a hyperlink?) the minimum requirements for a student volunteer are:

- Completion of the UF Health Jacksonville Volunteer Services department's New Volunteer Orientation which can be done online.
- Participation in the UF Health Jacksonville Summer Student Volunteer Program
- Enrollment in high school.

Duties include:

- Data entry/update databases
- Collate education packets
- Complete educational requests
- Organize educational materials, supplies, files
- Computer-based research
- Perform outcome surveys for education
- Scan files into computer system
- Assist as needed with answering the office phone
- Other minimal duties as requested

Physical demands/work environment:

The physical requirements of this position are minimal but may involve standing, walking, and lifting of office supplies and packages to be mailed.

To get started as a Student Volunteer, call the Education Office with the Florida/USVI Poison Information Center - Jacksonville at (904) 244-4465.