

Current volunteer opportunities at Global Health Ministries

A NUMBER OF DEDICATED VOLUNTEERS SHARE THEIR GIFTS EACH WEEK/MONTH BY WORKING IN THE GHM OFFICE OR WAREHOUSE AS THEIR TIME ALLOWS. WE ARE CURRENTLY LOOKING FOR VOLUNTEERS TO FILL THE FOLLOWING NEEDS:

Treasurer

The Treasurer is a member of the Board of Directors, and convenes the Finance Committee of the Board to assess, oversee and report on the financial condition of the corporation. Special duties and responsibilities include evaluating the annual operating and capital budgets and presenting them to the board for approval, reviewing fiscal policy including, but not limited to, the treatment of depreciation, endowment, debt retirement, insurance, investments, and employee benefits, periodically reviewing financial operations and randomly test internal controls, and receiving and evaluating the audited annual report of financial operations.

Warehouse Volunteers

On-going opportunities for volunteers on Tuesday, Wednesday, and Friday, from 9am to 3pm, Wednesday from 6:00 pm to 9:00 pm, and weekends as arranged to:

- Sort, pack and inventory donated medical supplies to prepare for shipments. All team members will receive training and need no special skills;
- Evaluate, repair and certify medical equipment for shipment. Join the team of other bio-techs from area hospitals who serve the mission in this specialized and critically important way;
- Evaluate and prepare midwife and hospice kits, fold hospital linens and pack rolled and knit bandages;
- Build wooden crates for shipping delicate medical equipment, repair hospital furnishings, manage recycling projects and have general handy building and repair skills;
- Stage and pack 20' and 40' sea containers with medical supplies and equipment requested by our partners in 27 countries around the world.

Warehouse Volunteer Group Leader

The Warehouse Volunteer Group Leader will offer guidance to other volunteers on with sorting supplies, database entry, use of medical nomenclature, and general medical questions as they arise. A medical career background in nursing or medicine is a major plus! On-the-job gradual orientation provided.

Shipping Coordinator

The Shipping Coordinator will assist the Director of Operations in preparing for each shipment overseas. This will include communication with the health centre via e-mail, receiving and processing a detailed needs list, and working closely with the health centre on what is available through GHM and the Companion Synod. Good e-mail skills and an understanding of medical supplies and equipment are needed. On-the-job gradual training provided.

Project Managers for Central African Republic and Papua New Guinea

To assist in researching additional information that may be needed upon receipt of a project request from the health programs of our partner Lutheran Churches in these countries before forwarding to the Board of Directors for decision. Some correspondence may be necessary. Monitoring and reporting on the approved projects to the Board.

Web Site

A web site has been designed and is in use. As a volunteer you would be responsible for the updating on a weekly basis. Information would be given to you through the office staff.

Grants Coordinator

The Grants Coordinator will coordinate work which seeks potential grant funders, to learn about their grant criteria for application, establish contacts within several grant-providing agencies, and assist in preparation of grant proposals. Once a grant is received, the Grants Coordinator will arrange for appropriate reports to be submitted on a timely basis and provide guidance on the use of the grant.

Office "backup" computer entry

A "backup" data entry person is needed to assist during volunteer vacations or during extra busy times of the year.

Photo History

This volunteer would set up a computer file system for photos by country, projects, hospital or health centre.

Medical Supply and Equipment Pickup

Volunteers are needed to pick up medical supplies and equipment donated to GHM in the Twin Cities area. Large van, trailer or pickup is necessary, though in some cases the vehicle is rented. Local hospitals include United, Regions, St. Joseph's, High Point Surgery Center, Maplewood Surgery Center, St. Paul Surgery Center, Lakeville Hospital, and Fairview Southdale.

Bulk Mail

A volunteer is needed to bring the newsletter (17,000 and growing) to the post office every other month. Large van or pickup is necessary. Also, volunteers are needed to operate mailing equipment (tabbing and addressing machine) on the day of the mailing.

Please contact the GHM office if you would like to volunteer for any of the above openings. OR call and ask how you may help in any other way (763/586-9590).

Name: _____ **Position Interested:** _____ **Phone:** _____