

# SARANA COMMUNITY ACUPUNCTURE VOLUNTEER PROGRAM

## Our Mission

Sarana Community Acupuncture builds community by providing widely-accessible, affordable acupuncture and a place of rest and refuge. We help create social change by offering relief from pain, suffering, stress and isolation.

## Our Vision

We envision a world where acupuncture is part of everyday life for people of diverse social, cultural and economic backgrounds. We aim to model an organization that embraces compassion, collaboration and interdependence to nurture a fair and humane future.

### **ALL VOLUNTEERS MUST HAVE THE FOLLOWING QUALITIES:**

- Be an ongoing Sarana Community Acupuncture client
- Understand, support, and share the mission and vision of Sarana Community Acupuncture as a place where we all help each other achieve healing
- Be caring, trustworthy, honest, and dedicated to preserving patient confidentiality
- Be **reliable** must have reliable transportation to the clinic and must be able to keep a regular time schedule
- Be responsible, detail-oriented, and able to act with little supervision
- Be willing to sign the volunteer waiver
- We ask each volunteer to join the People's Organization of Community Acupuncture cooperative (POCA) healthcare of which Sarana is modeled and is a member, to support and help spread the growing "quiet revolution" of affordable alternative healthcare. (Go to [www.pocacoop.com](http://www.pocacoop.com) and join as a Patient/ Community Member for \$25 or more per year.)

### **SOME OF THE BENEFITS OF VOLUNTEERING:**

- FREE acupuncture at Sarana Community Acupuncture
- The gratitude of the clients and of the clinic staff in the form of acupuncture treatments and love!
- Training in useful skills
- A chance to contribute and be part of a community-supported organization and the larger community acupuncture movement

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If you have any questions or would like more information, please contact: [sarana.acu@gmail.com](mailto:sarana.acu@gmail.com),  
ATTN: Volunteer Coordinator, call 510.526.5056 or leave a note at the clinic

Thank you so much for your interest in joining the team!

# SARANA VOLUNTEER JOB DESCRIPTIONS

## **VOLUNTEER RECEPTIONIST**

The receptionist is the first person clients see when they arrive and the last person they see when they depart. S/he represents Sarana Community Acupuncture and holds the clinic space as a place for community healing. We are looking for people who get acupuncture here regularly and who want others to have this experience.

### Additional Qualifications:

- Must have good communication skills for face-to-face and telephone conversation
- Must be comfortable with working in and helping to maintain a calming, quiet environment
- Must be comfortable with completing paperwork, answering the phone / returning calls, and using a computer for booking appointments, checking e-mail, keeping payment records, updating spreadsheets, and navigating the web (Training provided)
- Must be able to commit to a minimum of one weekly 2 hour shift for a minimum of 6 months

## **VOLUNTEER CLEANER**

The cleaner is the person who maintains our clinic in a clean and orderly condition so that clients can relax and feel comfortable and well-cared-for.

### Additional Qualifications:

- Must be able to commit to a minimum of one weekly cleaning shift of about 1.5 - 2 hours (training provided)
- Must be comfortable with lifting 15 lbs, doing moderate physical activity, using environmentally-friendly cleaning products, and using a vacuum cleaner and Laundromat machines
- Must be committed to avoiding having Sarana laundry items come into contact with any scented laundry products to the best of their ability.

## **VOLUNTEER LAUNDRY TEAM MEMBER**

A member of the laundry team is a person who washes our dirty linens at the laundromat, folds and puts them away.

### Additional Qualifications:

- Must be able to commit to a minimum of one cleaning shift of about 1.5 ? 2 hours per month (training provided)
- Must be comfortable with lifting 15 lbs, doing moderate physical activity, using environmentally-friendly cleaning products, and using a vacuum cleaner and Laundromat machines
- Must be committed to avoiding having Sarana laundry items come into contact with any scented laundry products to the best of their ability.

## **PUBLICITY PERSON**

A Publicity Person is a person who posts our flyers, postcards or other promotional material on local community bulletin boards.

### Additional Qualifications:

- Must be able to be a positive representative of the Sarana Community Acupuncture Mission and Vision
- Must be willing to travel around the greater Albany, CA area to post promotional material on community bulletin boards
- Must be willing to report where materials have been posted on a weekly basis

## **VOLUNTEER SPECIAL PROJECTS PERSON**

A variety of other special jobs are available for people to get involved in Sarana and help. Opportunities exist for help with administrative projects, bookkeeping, assisting with special events, and more.

### Additional Qualifications:

- Must be able to be a positive representative of the Sarana Community Acupuncture Mission and Vision
- Must have skills appropriate to the task assigned (training provided)

**SARANA COMMUNITY ACUPUNCTURE, Inc.**

**Volunteer Application**

970 San Pablo Avenue, Albany, CA 94706  
510.526.5056  
[www.saranaca.org](http://www.saranaca.org)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

May we contact you by text? YES NO (Please circle which number above that we may text.)

Email: \_\_\_\_\_

Contact person in case of emergency: Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Position(s) of interest (circle): Receptionist Cleaner Laundry Publicity Special Projects

Are you a regular Sarana Client? YES NO Will you make a 6-month volunteer commitment? YES NO

Why do you think you would be good at this job? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What work / life experience do you have that would help you be a good volunteer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VOLUNTEER AGREEMENT:** The undersigned (the "Volunteer") hereby submits to be a volunteer for Sarana Community Acupuncture, Inc., a California non-profit corporation (Sarana). The volunteer hereby acknowledges that he or she is providing services on a fully voluntary basis. The volunteer acknowledges that he or she is not entitled to any compensation for services rendered and is not an employee of Sarana for any local, state or federal laws, including but not limited to employment, tax, or unemployment compensation laws, and the volunteer hereby waives any claim or protection under any such laws. The volunteer understands that Sarana is relying upon the representation in this Agreement in including the volunteer in Sarana's volunteer program.

**CONFIDENTIALITY AGREEMENT:** The undersigned (the "Volunteer") hereby agrees that Sarana's professional ethics require that each volunteer maintain the highest degree of confidentiality when handling client matters. To maintain this professional confidence, no volunteer shall disclose any client information (especially clinical or financial) to any other person, be they clients, friends, family members or others who are not authorized to receive it.

**JOB DESCRIPTION AGREEMENT:** The undersigned (the "Volunteer") has read the volunteer job descriptions that apply to their volunteer work at Sarana and agree to its terms.

PRINT NAME \_\_\_\_\_

SIGNATURE OF Volunteer \_\_\_\_\_ DATE \_\_\_\_\_