



Medical Care For People In Need

VOLUNTEER OPPORTUNITIES

We Care Manatee, 300 Riverside Drive East, suite 4500, Bradenton, FL 34208 [Tel:941.755.3952](tel:941.755.3952) ext.2

WHO WE ARE

We Care Manatee, Inc. is a 501 (c) 3 nonprofit. Our mission is to facilitate and/or provide medical care to low-income, uninsured adult residents of Manatee County, Florida at no cost.

We provide comprehensive medical care, diagnostics, and prescription vouchers for acute and or chronic diseases, at no cost to the patient through one or more of our four main programs.

1. Primary Care Clinic
2. Specialty Medical Physician Referrals: for assistance seeing a medical specialist
3. Pharmaceutical Assistance
4. Breast Health and Wellness: provides mammograms and other breast health care services

CURRENT VOLUNTEER OPPORTUNITIES (*March 2016*)

Project Based

Recognition Program	Prepare gift bags for our volunteers who provide services pro bono Prepare certificates or thank you notes to recognize donors, volunteers & Board
Physician Status	Make calls to physician offices to confirm status of participation with We Care
Physician Updates	Update documents with physician info by specialty and requirements
Board Materials	Prepare board orientation books, update profiles, organize database
Volunteers Program	Create new database and materials for volunteer list, tracking, & recruitment Contact former, current and future volunteers to confirm status
Event Planning	Assist with planning and execution of upcoming events
Development	Assist in creating and updating master prospect list and contacts
Marketing	Social media: Assemble marketing material for special campaigns; PR

Ongoing

Data Entry	Enter data in database for tracking value of pro bono services Run Excel reports with updated info as needed
Administrative	Upload information to database, filing, and other administrative duties
Scheduling	Clinic physicians, medical students, volunteers monthly & special events