



Summary of Non-Medical Volunteer Positions

Non-medical volunteers supplement and support the medical team. They must be flexible and available to help in a wide variety of jobs; and must remain open to changes in their job responsibilities as the trip progresses. All volunteers act as ambassadors of goodwill for the United States and for Alliance for Smiles. They respect the host country and its people, culture, and values. Below are brief descriptions of the various non-medical positions. Detailed job descriptions are available upon request.

Photographer

Produce clear, high quality *before & after* patient pictures and candid “environmental” shots. Create *Daily Briefings* containing human interest stories and mission stats. Prepare a multi-media presentation documenting the entire mission. Must own high quality camera and have extensive photography experience (including Photoshop). Professional photographers or advanced amateurs only.

Record Keeper

Register patients at opening clinic; transfer info from paper medical charts into computer database; create spreadsheets; keep track of patient data and surgery schedules; make sure that all forms are filled in accurately by the medical team; various other clerical and “techie” tasks. Must be well organized and very computer literate.

Family/Ward Coordinator

Help transfer patients from the pediatric ward to surgical area; monitor the daily surgical schedule to ensure that patients are available and ready for surgery; keep the child’s mind off of the upcoming surgery; make sure the family of the child is engaged and involved in the process. Collect patient stories and thank you messages from the children, families, and hospital staff to be used for the *Mission Daily Briefing* and AfS promotional materials.

Sterilizer (not taken on every mission)

Responsible for cleaning, organizing, and sterilizing surgical instruments with a steam autoclave machine, and manually cleaning medical supplies with an enzymatic detergent. Must be organized and willing to work hard in a potentially hot and steamy room. No medical experience necessary; we will train for this position.

Translator/Interpreter

Act as a liaison between the AfS volunteers and the patients, families, and local hospital staff. Interpret as accurately as possible, with minimum comment. Interpretation is also required at meetings and social occasions. Must be flexible and able to work under intense emotional and potentially confusing conditions. Must be completely fluent in both English and the local language. Often asked to assist in other non-medical positions.

Mission Director

The Mission Director (MD) is the on-site representative of Alliance for Smiles and has the authority to act on its behalf. Much of the work for this position takes place prior to the mission and directly afterward; this is a potentially long commitment. Leading up to the trip, the MD works with the AfS office to prepare for the team’s arrival. While on site the MD is responsible for the safety and well-being of the team and needs to be able to deal with diplomatic and logistical challenges in a calm and professional manner. The MD also has the responsibility of helping the team bond, both before and during the mission. Candidates must have strong leadership and organizational skills, be able to maintain a positive attitude in less than ideal situations, and be skilled in conflict resolution. Must have already volunteered on previous AfS missions.