



St. Mary's Legacy Clinic

ADDITIONAL VOLUNTEER INFORMATION

Current Travel Schedule

<u>Location</u>	<u>Schedule</u>	<u>Partnership Site</u>
Washburn	1 st Wednesday of the month	Northside Community Center
Decatur	1 st Thursday of the month	Decatur United Methodist Church
Orchard	2 nd & 4 th Tuesdays of the month	Crab Orchard Christian Church
Rutledge	2 nd Thursday of the month	John Paul II Catholic Mission
Athens	3 rd Thursday of the month	St. Mary's Catholic Church
Gatlinburg	4 th Thursday of the month	St. Mary's Catholic Church

8:15am - 8:30am: Mobile Clinic leaves the warehouse

9:30am - approx. 3:30pm: Volunteers need to be at the partnership site

10:00am - 2:00pm: Clinic Hours, seeing patients (*9:00am-1:00pm CST in Crab Orchard*)

*The clinic tries to be back in Knoxville before 5:00pm EST

Scheduling

We recently adopted a program called Ministry Scheduler Pro for all volunteer scheduling. Once your paperwork has been processed and you have been added to our system, you will receive an e-mail from the Administrative Assistant with a user name and password for you to log in with. You will then see the clinic's travel schedule and be able to sign up for a specific date and role.

Dress Code

For Nurses: Scrubs or professional dress, comfortable.

For General Volunteers: professional, yet comfortable.

**All Volunteers are required to wear a Clinic Photo ID Badge. You will receive your badge at your clinic site (badges remain stored with the Clinic).*

Lunch

All Clinic Volunteers will rotate taking a lunch break. Please bring a sack lunch with you.

Weather Policy

The Clinic will not travel if the schools are either closed or on delay in Knox County or the County in which the partnership site is located.