



655 Broad Street
Providence, RI 02907
p 401.274.6347
f 401.274.6562
www.rifreeclinic.org

RIFC Non-Provider Volunteer AmeriCorps VISTA

The Rhode Island Free Clinic (www.rifreeclinic.org) is nationally recognized for its volunteer/community partner model. In 2025 the Clinic mobilized an active statewide corps of over 450 medical volunteers, support professionals, and community partners throughout RI to provide over 5,600 patient visits and serve as a medical home to uninsured, low-income RI adults. We believe in strengthening our community by giving people resources and education to help themselves. The Clinic also serves as a training site for aspiring healthcare professionals. Services and training are provided at the Clinic's state-of-the-art, 8,000 square foot facility in Providence, and around RI at sites of collaborating partners.

The Rhode Island Free Clinic seeks a highly motivated Non-Provider Volunteer AmeriCorps VISTA to strengthen and expand the Clinic's non-clinical volunteer program. The Clinic relies on a dynamic volunteer model to provide comprehensive health services to low-income, uninsured adults, and non-provider volunteers play a critical role in supporting patient access, clinic operations, interpretation, administrative workflows, outreach, and the overall patient experience.

Building on the work of previous VISTA members, the Non-Provider Volunteer VISTA will help the Clinic recruit, onboard, engage, and retain non-clinical volunteers in ways that are organized, welcoming, and sustainable. This position will focus on building systems and materials that support volunteer recruitment, training, communication, scheduling, recognition, and long-term engagement. The VISTA will work closely with Clinic staff to identify volunteer needs across programs and strengthen the processes that allow volunteers to contribute meaningfully to the Clinic's mission.

This position offers a unique opportunity to contribute to the Clinic's highly professional, personable, and dynamic volunteer model while building long-term volunteer engagement capacity to support the health and well-being of Rhode Island's most vulnerable residents.

DUTIES

- Support recruitment efforts for non-provider volunteer roles, including administrative volunteers, interpreters, patient support volunteers, outreach volunteers, and other non-clinical positions.
- Help identify volunteer needs across Clinic programs and assist with developing clear role descriptions, expectations, and recruitment materials.
- Strengthen systems for non-provider volunteer onboarding, orientation, training, communication, scheduling, and ongoing engagement.
- Develop and update non-provider volunteer training materials, toolkits, checklists, and written guidance to support consistent onboarding and role readiness.
- Assist with improving volunteer tracking systems, including volunteer applications, onboarding status, schedules, attendance, hours, and retention.
- Support communication with current and prospective volunteers to help ensure they feel informed, welcomed, and connected to the Clinic's mission.
- Help create strategies to improve non-provider volunteer retention, recognition, and long-term engagement.
- Assist with planning volunteer appreciation efforts, recognition activities, and other opportunities to celebrate volunteer contributions.
- Collaborate with Clinic staff to identify opportunities for volunteers to support patient access, administrative workflows, outreach, and organizational needs.
- Help strengthen partnerships with colleges, universities, community groups, and other organizations that may serve as pipelines for non-provider volunteers.



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- Develop reusable systems, templates, and materials that ensure volunteer engagement efforts are sustainable beyond the VISTA service term.
- Attend relevant community meetings, trainings, or webinars related to volunteer management, community engagement, nonprofit capacity building, and health equity.

BENEFITS:

- Modest living stipend
- Access to Healthcare through AmeriCorps VISTA national program
- Childcare (if eligible)
- Professional development and training
- [Non-Competitive Eligibility](#)
- End of Service Award (members can choose between a Segal Education Award (valued at approximately \$7,395) to pay for a range of education expenses or a \$1,800 cash stipend)
- Relocation Allowance (if moving over 50+miles)
- Student Loan Forbearance for Qualified student loans

TO APPLY:

- Email **Amy Albert**, Rhode Island Free Clinic Workforce Development Director at aalbert@rifreeclinic.org with a **resume** and **cover letter**.

The Rhode Island Free Clinic provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to actual or perceived race, color, creed, religion, political affiliation, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), sex, sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as “protected characteristics”).

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.