

volunteer opportunities

ADMISSIONS (Mon. - Fri. 9 a.m. - 9 p.m.)

Assist staff with paperwork, escort patient and orient patients to their rooms, answer phones and greet patients.

CENTRAL SUPPLY (Sat. - Sun. 9 a.m. - 9 p.m.)

Central Supply volunteers assist staff in filling and delivering stat orders to the floors and help with regular delivery duties. Volunteers must be able to walk for extended lengths of time.

CHILD CARE CENTER (Mon. - Fri. 6:15 a.m. - 7:30 p.m.)

Child Care Volunteers assist staff with student activities and normal routines of this daycare center.

COURIER SERVICE (Mon. - Fri. 7 a.m. - 5 p.m.)

Volunteers serve as the central transportation service for the hospital. They act as couriers between various departments and also escort discharged patients. Volunteers must be able to walk for extended lengths of time.

CRITICAL CARE (Every day 9 a.m. - 9 p.m.)

Volunteers assist staff with unit operations and errands, provide comfort to families and stock supplies.

EMERGENCY DEPARTMENT (Every day 9 a.m.-9 p.m.)

Volunteers assist with unit operations, errands, sitting with patients, stocking supplies. They also act as a liaison to patients' families.

GENERAL CLERICAL (Mon. - Fri. 9 a.m. - 5 p.m.)

Volunteers needed in various departments to perform data entry, process forms, conduct mailings, make telephone calls, send faxes and make copies. Will be able to rotate in different departments.

GIFT SHOP (Mon. - Fri. 9 a.m. - 9 p.m., Sat. - Sun. 9 a.m. - 5 p.m.)

Gift Shop volunteers need to be customer service oriented, able to stand for extended periods, responsible and dedicated to their time commitment. Volunteers needed all shifts.

GUEST RELATIONS/GREETERS (Mon. - Fri. 9 a.m. - 5 p.m.)

These volunteers greet customers and assist with transport. They help individuals find their way, provide admissions information and serve as backup for information desk workers.

HOLDING NURSERY (Every day 9 a.m. - 9 p.m.)

The volunteers can bathe, feed, change and comfort newborns. They may transport, help with discharges and stock supplies.

LABORATORY/CLERICAL (Every day 9 a.m. - 5 p.m.)

Assist staff with administrative duties, stocking supplies, courier duties and accessing specimens.

NEONATAL INTENSIVE CARE (Every day 9 a.m. - 9 p.m.)

Volunteers care for the patients by stocking supplies and linens, running errands, answer door and phones.

PAIN MANAGEMENT (Mon. - Fri. 9 a.m. - 5 p.m.)

Volunteers escort patients, run errands, do clerical items and meet customer needs in the waiting area.

PATIENT CARE UNITS (Every day 9 a.m. - 9 p.m.)

Assist staff in caring for patients by distributing, ice, juice, water, flowers, meals and good cheer.

PATIENT VISITOR (Mon.- Fri. 9 a.m. - 5 p.m.)

Patient visitors serve as customer service ambassadors to patients and visit with those who need company.

PLANT MANAGEMENT (Mon. - Fri. 9 a.m. - 5 p.m.)

Volunteers assist in administrative tasks, and with other duties. Excellent observation for those interested in facilities management.

RESPIRATORY CARE (Mon. - Fri. 9 a.m. - 5 p.m.)

These volunteers help with scheduling sleep studies, delivering reports and performing other clerical duties.

SURGERY CENTER (Mon. - Fri. 9 a.m. - 5 p.m.)

Surgery Center volunteers serve in this outpatient surgery area assisting staff with errands, helping patients in recovery, escorting discharged patients and acts as a liaison to families.

WOMEN'S CENTER/MAMMOGRAPHY (Mon. - Fri. 8 a.m. - 4 p.m.)

Assist staff and patients in the unit to complete forms, transport or perform clerical functions.

WOMEN'S CENTER/MOTHER-BABY (Every day 9 a.m. - 9 p.m.)

Volunteers assist staff in admissions; crowd control for labor and delivery; run errands; escort discharged patients; provide patients with nourishment and linens; help with tray delivery and pick up and chart assembly. Holding nursery volunteers bathe, diaper, feed and rock babies with nursing supervision.

FOR MORE INFORMATION, CALL 770-991-8124.