

Quality care, close to home.



Volunteer Service Assignments

Main Information Desk – Provide room numbers and directions, deliver flowers and patient mail. Greet visitors and walk patients and visitors to departments in hospital.

- Involves sitting and walking, using a computer
- Shifts: 2 to 4 hour shift; mornings, afternoons or evenings, weekdays and weekends

Patient Transporter – Safely transport patients and visitors by wheelchair to various departments

- Must be physically able to push patients in a wheelchair; standing for periods of time
- Shifts: 2 to 4 hour shift; mornings, afternoons or evenings, weekdays and weekends

Gift Shop (Cashier assistant) – Operate cash register, greet and wait on customers. Greet patrons cheerfully upon entrance to gift shop and assist staff as needed

- Involves mostly sitting and some standing, using a touch screen cash register
- Shifts: 2 to 4 hour shift; weekdays and weekend - mornings, afternoons or evenings

Medical Unit Volunteer – Offer comfort items to patients: reading, visiting, warm blankets, fill water pitchers, clear tray tables and complimentary coffee and hot tea to visitors

- Involves mostly standing and walking to various patient rooms
- Shifts: 2 to 4 hour shift; weekdays – mornings or afternoons

Hospitality Service Cart – Offer kind words and encouragement to patients/visitors and complimentary items: magazines, puzzle/word find pages, note pads, pens, candy, bookmarks, etc.

- Involves standing and pushing a portable cart with complimentary items for patients/visitors
- Shifts: 1 to 2 hour shift; weekday mornings, afternoons and evenings

Maternity Center Greeter – Greet patients/visitors upon arrival. Clarify patient's name from visitors before entering secured unit. Answer phones, direct patients to waiting areas, etc.

- Involves sitting and some walking; good customer service skills
- Shifts: 2 to 4 hour shift; weekdays – afternoons only (3 to 7 p.m.)

Office Supply Delivery – deliver paper and office supplies to departments. Ability to learn many areas of hospital with some heavy lifting of paper boxes (50 lb.)

- Involves lots of walking and pushing cart with supplies, ability to lift office supplies
- Shifts: 2 to 3 hour shift; weekdays – 10 a.m. to 1 p.m.

Gift Shop Food Counter Assistant – Waiting on customers, assisting employees with food prep, warming food in microwave, serving sandwich items and stocking shelves.

- Involves mostly standing and some sitting,
- Shifts: 2 to 4 hour shift; weekdays and weekend – mornings or afternoons

Outpatient Surgery Center – greets patients, inform nursing staff when patients arrive, communicate information to families/visitors, direct families when physician meet with them.

- Involves sitting and some walking,
- Shifts: 3 to 4 hours, weekday early mornings and afternoons (7-11:30 or 11:30 to 2 p.m. shifts)

South Lobby or 2nd Floor Info Desk – Provide room numbers and directions to patients and visitors. Greet visitors cheerfully upon entrance to lobby/2nd floor. Walk them to patient rooms and departments

- Involves sitting and walking and becoming familiar with hospital departments
- Shifts: 2 to 4 hour shift; weekday morning or afternoon

Mammography Center Greeter – greets patients in cheerful manner, communicate arrival of patient to staff, direct patients to dressing area, straighten up dressing area

- Involves mostly sitting, but some walking; and good customer service skills
- Shifts: 3 to 4 hour shift; weekdays – mornings or afternoons (8 - 11 a.m. or 12:30 - 4:30 p.m.)

Outpatient Pharmacy Stocking – unpack boxes of OTC items, stock and organize products on shelves with most recent expiry date at front.

- Involves standing and sitting while organizing and placing stock on shelves
- Shifts: 2 to 3 hours Tuesdays or Fridays

Physical Therapy and Rehab Center (Healthplex)– stock linens at therapy stations, routine organization of equipment/weights, filing and pulling next day's patient charts

- Involves standing and mobility around Healthplex and some sitting
- Shifts: 3 or 4 hours Mondays or Wednesdays

Interoffice Mail Delivery – deliver mail to hospital departments. Accuracy is important.

- Involves lots of walking and pushing the mail cart
- Shifts: 4 1/2 hour shift; weekdays – 10 a.m. to 2:30 p.m. with 1 ½ hour lunch break

Clerical Work (i.e. Pain Clinic) – clerical tasks: data entry, alphabetizing, labeling, stuff envelopes, filing, etc.

- Involves sitting and some standing while filing documents in charts
- Shifts: 3 to 4 hour shift; weekdays – mornings or afternoons

FirstCare Urgent Care – involves greeting customers upon arrival, directing customers on completion of sign in sheet, alerting staff of arrivals, clerical type tasks such as data entry, alphabetizing, attaching labels, stuffing envelopes, filing and scanning documents.

- Involves sitting and standing for 2 or more hours at a time
- Shifts: 10 to 2 p.m. shift; weekdays

Medical Records or Accounting Dept. – preparing and scanning documents for electronic filing

- Shifts: 2 to 4 hour shift;
- Involves mostly sitting and standing

Pet Therapy Program – Pet owner becomes a Volunteer and with their Pet Partners certified pet visit patients, visitors and employees while traveling through main hallways, waiting areas and the Inpatient Rehab Unit.

- Shifts: 1 hour shift;
- Involves walking and standing

Environmental Services – deliver/stock paper products to 12 storage closets on multiple floors and unpack products and place on shelves. Some labeling is needed on products.

- Involves pushing a cart, standing and walking
- Shifts: 2 to 3 hour shift; weekdays, mornings or afternoons

Emergency Center – straightens and prepares patient rooms, wipe off counter tops, inform family and patients about location of cafeteria, vending machines, rest rooms and transporting patients from triage to Emergency Center.

- Involves mostly walking and standing
- Shifts: 2 to 4 hour shift; weekdays – mornings or afternoons