

Volunteer Opportunities & Experiences

| <i>Area of Interest</i> | <i>Some Responsibilities</i> | <i>Shifts Available</i> | <i>Special Considerations</i> |
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| Information Desk: Main Lobby, ICUs & Clinic Area | Meet & greet patrons of the hospital; Help answer questions related to location of a loved one, or an area; Answer phones | 7 days a week 8am-8pm | Should be friendly and courteous; Have good communication skills; |
| Clerical: Human Resources, Admitting, Mailroom, Administrative & Management Offices, Social Work, Print Shop, Medical Records, Food & Nutrition, IT, etc... | Filing, organizing and answering phones; Assisting staff with area specific tasks &/or data entry | Monday through Friday 8am-4pm (<i>some areas may vary</i>) | Good communication skills and minimal knowledge of organization; Basic computer skills |
| Clinics: General Medicine & Specialized, Eye, Dental, Behavioral Health, Pediatrics, Women's Services, Blood Donor, Employee Health Services, etc... | Maintain waiting areas for patients & loved ones; Assist staff with area specific tasks; Answer phones &/or complete clerical tasks; call patients for appointment reminders | Monday through Friday 8am-4pm (<i>some areas may vary</i>) | Should be friendly and courteous; Good communication skills; Basic computer skills; |
| Emergency Room | Maintain waiting areas for patients & loved ones; Assist staff with area specific tasks; Answer phones &/or complete clerical tasks; Transport patients; Deliver labs | 7 days a week 8am-8pm | Should be friendly and courteous; Have good communication skills; Duties may include pushing wheelchairs &/or stretchers; Should have a knowledge of hospital areas |
| Inpatient Areas: Pediatrics, General Medicine, PM&R, Burn Unit, Intensive Care Areas, Behavioral Health, Maternity, etc... | Maintain waiting areas for patients & loved ones; Assist staff with area specific tasks; Answer phones &/or complete clerical tasks; Transport patients for testing; Deliver labs | 7 days a week 8am-8pm | Should be friendly and courteous; Have good communication skills; Duties may include pushing wheelchairs &/or stretchers; Should have a knowledge of hospital areas; May be asked to check in with patients & deliver items to them such as meal trays, books, etc... |
| Pharmacy | Filing, organizing and answering phones; Assisting staff with area specific tasks &/or data entry; Visit areas to pick-up or deliver items | 7 days a week 8am-8pm | Should have a knowledge of hospital areas; Good communication skills and minimal knowledge of organization; |
| Labs | Filing, organizing and answering phones; Assisting staff with area specific tasks &/or data entry; Visit areas to pick-up or deliver items; Lab preparation and clean-up | 7 days a week 8am-8pm | Should have a knowledge of hospital areas; Good communication skills and minimal knowledge of organization; |
| Virtual Volunteer | Volunteer from the comfort of your own home by creating items for patient use such as hats for newborn babies, lap blankets, prayer shawls, care packages, etc... | Items can be scheduled for drop off 7 days a week from 8am-8pm | Ability to create &/or organize items for patient care such as knitting, crocheting, fine arts, music, woodworking, etc... |