

**Stormont Vail Health Volunteer Services
2020 Youth and College Summer Program
Volunteer Opportunities**

Summer volunteers are expected to volunteer a full shift in the area they are assigned (shifts are listed with each assignment below) and need to plan their summer schedule and transportation accordingly. Group training is also noted if scheduled. You will report to Volunteer Services prior to training and be escorted to your area. **If minimum age is not shown, it is age 14.**

SUPPORT SERVICES

Building Blocks Daycare Center (620 SW Lane) Monday thru Friday, 9am-12noon and 3-5:30pm
This is a great opportunity for teens who love working with children. Maturity is essential as the volunteer is a role model for the children. You will interact with the children by reading stories, assisting them in art projects, rocking them (the younger ones), and being their friend. Additional requirements to volunteer in this area include **two** references, a health form signed by personal physician, (separate from Stormont Vail's health form requirement) and a KBI check (no cost to volunteer). These forms are given at the time of placement. **All new volunteers to Building Blocks will need to attend an orientation scheduled Thursday, May 21, 2020 from 3:30-4:30 pm at Building Blocks.**

Qualifications: Childcare experience is preferred and you need to be a self-starter, patient and enjoy working with children.

Office Assistant (various locations) Monday thru Friday, 8-12noon and 12-4pm
Clerical and office assistant opportunities are available in a variety of departments. Duties vary per location and range from data entry, scanning, filing, collating, sorting, answering telephones, shredding, running errands and assisting with the mail. An excellent learning and skills development opportunity. **Departments include:** Endocrinology (**college/adult only**), Critical Care Pavilion & Surgical (**min. age 16**), Learning & Talent Development (**min. age 16**), and Stormont Vail Foundation (**college only**)

Qualifications: Task-oriented worker with organizational skills and a friendly attitude. Must work well with others and be willing to learn new skills.

Nutritional Services/Tech Porter and Stock Assistant Monday thru Friday, 8am-12noon
Volunteers assist with receiving and stocking, organizing storage shelves, cleaning and delivering items to various areas of the health center.

Qualifications: Must work well with others and have good motor skills and a friendly attitude.

Nutritional Services/Technician Monday thru Friday, 8-11am & 12-3pm
Volunteers will help assemble the trays for patients. You will also help with making snacks for patients.

Qualifications: Must work well with others and have good motor skills and a friendly attitude.

PATIENT CONTACT

Digestive Health Center (720 SW Lane) Monday, Tuesday, Thursday, Friday, 8am-12noon
You will deliver snacks to patients and provide wheelchair assistance for dismissals and other errands as necessary.

Qualifications: Must be mature, outgoing and friendly and physically able to push patients in wheelchairs.

Emergency 7 days/week, 8am-12noon, 12-4pm, 4-7pm or 6-9pm
You will assist the staff in escorting patients to a treatment room, assisting in transporting patients to procedures, stocking supplies, providing comfort measures to patients and family members, and assisting the triage/registration by putting together forms and charts in preparation for incoming patients.

Qualifications: **Minimum age is 18.** A self-directed, mature person who enjoys working with patients is essential.

Infusion Center (909 SW Mulvane)

Monday thru Friday, 8am-12noon and 12-4pm

You will be transporting patients, providing nourishments to patients, performing errands at the direction of staff and stocking supplies.

Qualifications: Need to have good customer service skills and a positive attitude.

Pain Management (823 SW Mulvane)

Monday thru Friday, 8am-12noon and 12-4pm

You will be busy with a variety of tasks. Stocking supplies, serving nourishments to patients, escorting patients and families, and completing errands are a few of the activities.

Qualifications: Need to have good customer service skills, eager to help, and ability to follow instructions.

Patient Advocate

Tuesday and Thursday 9am-11am or 1pm-3pm

Volunteers greet newly-admitted patients, visiting patients and their families and answer questions they might have during their hospital stay. As you complete your rounds, you will report to our health center patient advocate any patient concerns which need follow-up. Rounds can usually be completed in two hours or less, but the time is flexible depending on your schedule.

Qualifications: **College only.** Need to have good communication skills, self-starter, customer-oriented, and a willingness to learn.

Patient Experience Companion

Sunday thru Saturday 9am-12pm, 1pm-4pm, 5pm-8pm

Volunteers visit patients by interacting on a social level. You may hold conversations, play games, or share hobbies/talents with patients needing to fill their time during their stay and increase patient satisfaction.

Qualifications: **Minimum age is 16. Parent/child teams are welcome for ages 14-15.** Need to be mature, responsible, cooperative, and have excellent customer relations skills.

Patient Room Service

Tuesday thru Friday, 10am-11:30am

Volunteers deliver a small gift of appreciation to the newly-admitted patients. This assignment is an ideal way to experience patient interaction, and utilize your listening skills as you converse with the patients and family members as you go room to room. You may also distribute reading materials to patients as well as supplying the waiting rooms throughout the health center with magazines.

Qualifications: Must be outgoing and friendly with good communication skills.

Pediatrics

Monday thru Friday, 10am-12noon and 5-7pm

This is a great area for those who enjoy children! Volunteers engage in developmentally appropriate activities at patients' bedside and in the playroom to provide diversion and comfort for patients, keep toys clean, answer call lights, run errands and help care for children and families in various ways. Volunteers are trained on infection control and standard precautions, which will allow them to enter isolation rooms as part of their duties. Qualifications: **Minimum age is 16.** Love of children, ready smile, friendly and compassionate.

Perioperative Services

Monday thru Friday, 8am-12noon, 12-4pm or 4-7pm

This is the area where patients are prepared for surgery. You will assist staff by performing errands, stocking supplies, providing nourishments to outpatients prior to dismissal, helping with dismissals.

Qualifications: Eager to help, ability to follow instructions.

Radiology CT

Monday thru Friday, 8-12noon and 12-4pm

Volunteers take patients to and from waiting areas or registration and perform errands. Errands include changing linens in between patients, stocking supplies, and assisting with comfort of patients.

Qualifications: **Minimum age is 16.** Good verbal skills with staff and patients, and ability to take directions.

Therapy Assistant (2660 SW 3rd St. & 4505 NW Fielding Rd)

Varied Shifts

Volunteers have the opportunity to work closely with staff and assist by directing patients to areas of the office, restocking supplies, preparing rooms and performing basic clerical functions.

Group training: Kanza Park, Thursday, May 21, 2020, 3:30-4:30pm

Qualifications: Eager to help, ability to follow instructions.

PUBLIC CONTACT

Auxiliary Food Connection/Team Assistant

Monday thru Friday, 8am-12noon, 12-4pm and 4-7pm

Duties include greeting visitors, delivering food orders, keeping tables clean and clear of dishes, and replenishing condiments.

Qualifications: Needs to be friendly, outgoing and eager to work.

Auxiliary Gift Shop

Varied Shifts

In this very busy shop, duties include pricing merchandise, restocking, delivering flowers to patient rooms, and assisting customers.

Qualifications: Friendly, outgoing, ability to take direction, and eager to work.

Laboratory – Assistant Helper

Tuesday and Thursday 12pm-4pm

Do you have an interest in Lab/Histology as a possible career? Here is your opportunity to volunteer in this area. Volunteers will assist with filing paraffin blocks, slides and reports as well as perform other clerical duties.

Qualifications: **Minimum age is 16.** Ability to take direction, and eager to work.

Lobby Ambassador (*Hospital Campus and 823 Mulvane*) Varied Shifts

Do you like to meet and greet people? This important and visible position allows you to use your customer service skills to make visitors feel welcome and more at ease as you greet them and offer assistance. As customers enter the health center you will help those who need additional assistance, i.e., wheelchair escorts, help with an overnight bag, or offer directions to a particular location. You may also help with patient dismissals.

Qualifications: **Minimum age is 16.** Very friendly, outgoing, and willingness to help others.

Registration

Monday - Friday 8am-12noon, 12-4pm and 4-7pm

You will have the opportunity to greet as visitors arrive at the health center and escort them to their appropriate destination upon admission. You may also assist the staff in assembling packets and performing some data entry.

Qualifications: Friendly person who enjoys meeting the public. Exhibits professionalism and takes direction well.

Share Shop1st Saturday 9am-12noon; Tuesday 11am-2pm; Thursday 4:30pm-8pm

Volunteers assist staff with finding items, sorting and stocking clothing and keeping inventory in Excel.

Qualifications: Friendly, outgoing, ability to take direction, a desire to help others, good customer relations skills, and basic data entry skills.

Single Day Outpatient Surgery (*Kanza Park-2660 SW 3rd*) Tuesday 8am-12noon

You will be in a fast-paced environment that offers volunteers a variety of duties in the business office and patient recovery area. Assisting with patient information, serving nourishments to patients, escorting patients and families and completing errands are just a few of the activities.

Qualifications: Friendly, outgoing person who enjoys meeting the public. Exhibits professionalism and willingness to help others. Must be comfortable interacting with elderly patients.

Snack Team

Monday thru Friday, 8am-12noon and 12-4pm

Greet visitors with an offer to buy a cookie or some popcorn and inform them all proceeds benefit our Auxiliary.

Qualifications: Needs to be friendly, outgoing and able to work with money and count change.

SPECIAL ASSIGNMENTS

Special Projects

Variable times

Throughout the summer, departments have special one-time assignments to be completed. Examples of these projects are new phone book delivery, Gideon bible distribution to patient rooms, mailings, etc. If you are interested in helping with projects on an on-call basis, please indicate on your placement sheet.

Day Captain

Monday and Tuesday 11:30am-2:30pm

This is an excellent opportunity for youth who want to develop leadership skills. Basic responsibilities include assisting new youth volunteers, conducting rounds in the areas where volunteers are working and providing feedback to the Volunteer Services staff regarding concerns, successes, etc. May also take pictures of youth and adult volunteers and perform data entry.

Qualifications: Demonstrate good listening skills, the ability to work well with co-volunteers and department staff. A good role model, friendly, dependable and have an interest in helping others.

If you have questions, please email volunteerdept@stormontvail.org or call 354-6095, weekdays from 8:00am-4:30pm.