

VOLUNTEER OPPORTUNITIES

2010 CURRENTLY AVAILABLE OPPORTUNITIES

<u>SERVICE</u>	<u>RESPONSIBILITY</u>	<u>SHIFTS</u>	<u>SPECIAL CONSIDERATIONS</u>
FOOD AND NUTRITION	VOLUNTEERS ARE NEEDED TO ASSIST WITH ORDER ENTRY, DELIVERY, MEAL ROUNDS AND TASTE TABLES IN THE CAFETERIA.	M-F AFTERNOONS FLEXIBLE	PATIENT AND OUTGOING WILLING TO DO COMPUTER WORK. STUDENTS LOOKING FOR EXPERIENCE.
MATERNITY/NURSERY	VOLUNTEERS ARE NEEDED FOR BASIC CLERICAL DUTIES AS WELL AS ANSWERING PHONE AND BELL FOR A LOCKED UNIT. DISTRIBUTION OF SANITARY PADS AND ICE CHIPS. ASSIST WITH EDUCATIONAL MATERIALS AND PATIENT DISCHARGE.	EVERYDAY MORNINGS	EXCELLENT COMMUNICATION SKILLS AS WELL AS A CONSCIENCE DEMEANOR.
OBGYN CLINIC	VOLUNTEERS ARE NEEDED FOR BASIC CLERICAL RESPONSIBILITIES	M-F FLEXIBLE	OUTGOING, WARM SMILE
FAMILY PLANNING	VOLUNTEERS ARE NEEDED FOR BASIC CLERICAL DUTIES AS WELL AS ANSWERING PHONES. ESCORTING PATIENTS IN NEED OF VISITING OTHER AREAS OF THE HOSPITAL AS WELL AS LIGHT ERRANDS.	MONDAY, WEDNESDAY, THURSDAY MORNINGS 9AM-2PM	MUST BE OVER 20 YRS OF AGE, SPANISH SPEAKING A PLUS.

COMFORT CART	THE COMFORT CART CONSISTS OF SOCKS, BLANKETS AND COMFORTS FOR PATIENTS ON VARIOUS FLOORS OF THE HOSPITAL. VOLUNTEERS ARE NEEDED FOR THE DISTRIBUTION OF THESE IMPORTANT COMFORTS.	EVERYDAY FLEXIBLE	AGILITY, FLEXIBILITY, WARM SMILE AND POSITIVE DEMEANOR.
CRAFT CART	VOLUNTEERS ARE NEEDED TO DO BASIC ARTS & CRAFTS WITH PATIENTS. THE CART WILL NEED TO BE ORGANIZED AND MAINTAINED.	TUESDAYS 8:30AM-12:30PM	BASIC ARTS & CRAFTS SKILLS, AGILITY, ORGANIZATIONAL SKILLS.
EMPLOYEE HEALTH CENTER	VOLUNTEERS ARE NEEDED FOR BASIC CLERICAL DUTIES AS WELL AS LIGHT ERRANDS	THURSDAY MORNINGS	FLEXIBLE, GOOD COMMUNICATION SKILLS.
PATIENT ESCORT PROGRAM	VOLUNTEERS ARE NEEDED TO ESCORT PATIENTS TO VARIOUS AREAS OF THE HOSPITAL.	EVERYDAY FLEXIBLE	THIS IS A NEW VOLUNTEER OPPORTUNITY AND WOULD REQUIRE EXTENSIVE TRAINING AND UNDERSTANDING OF HOSPITAL LOCATIONS. BILINGUAL A PLUS. WHEN NOT ESCORTING ESCORTS COULD ASSIST AT THE INFORMATION DESK OR GREET PATIENTS AND VISITORS.

<p>SURGICAL WAITING DESK</p>	<p>CREATE A CLEAN AND FRIENDLY ENVIRONMENT IN THE WAITING AREA. COMMUNICATE WITH WAITING FAMILY MEMBERS AND STAFF ANSWER QUESTIONS ABOUT THE HOSPITAL, GIVE DIRECTIONS AND MAKE CONTACTS AS NEEDED</p>	<p>EVERYDAY FLEXIBLE</p>	<p>GOOD COMMUNICATION SKILLS</p>
<p>SERVICE EXCELLENCE AMBASSADORS (SEA)</p>	<p>THE SEA WILL ASSIST IN IDENTIFYING AND EXCEEDING THE EXPECTATIONS OF PATIENTS AND THEIR FAMILIES. WORK DIRECTLY WITH PATIENTS, FAMILIES, VISITORS AND STAFF.</p>	<p>EVERYDAY FLEXIBLE</p>	<p>DESIRE TO WORK DIRECTLY WITH PATIENTS, STAFF, FAMILIES AND VISITORS. EXCELLENT VERBAL COMMUNICATION SKILLS, SENSITIVITY, ABILITY TO MAINTAIN CONFIDENTIALITY. WILLINGNESS TO FOLLOW APPROPRIATE COMMUNICATION CHANNELS. PROFESSIONAL APPEARANCE AND A CONSISTENT AVAILABILITY.</p>
<p>SUPPORT SERVICES</p>	<p>VOLUNTEERS ARE NEEDED TO ASSIST WITH ANSWERING PHONES, DELIVERIES, OPERATION OF PRINTERS AND SCANNERS, BASIC OFFICE ASSISTANCE.</p> <p>BUSY WORK ENVIRONMENT!</p>	<p>M-F DAYTIME HOURS</p>	<p>SUPPORT SERVICES WOULD LIKE TO INTERVIEW INTERESTED CANDIDATES. AN ENERGETIC, RESPONSIBLE, AGILE VOLUNTEER IS NEEDED.</p>

VENDOR SALES	A RELIABLE VOLUNTEER WITH FLEXIBILITY IS NEEDED TO RUN WEEKLY, MONTHLY VENDOR AND OTHER SALES.	M-F VARIOUS DAYS	FLEXIBLE SCHEDULE, EASY GOING, ABLE TO TAKE DIRECTIONS.
PHOTO PROGRAM	VOLUNTEER IS NEEDED TO TAKE PICTURES OF BABIES IN NURSERY. MUST HAVE KNOWLEDGE OF DIGITAL CAMERAS AND PRINTERS	EVERYDAY BETWEEN THE HOURS OF 8AM-4PM	FRIENDLY A MUST! GOOD COMMUNICATION SKILLS. ORGANIZED!
**CLERICAL POSITIONS	FOR PEDIATRICS, NICU, MENTAL HEALTH (J BUILDING), PSYCH, LEGAL SERVICES AND SURGERY	SOME M-F SOME WEEKENDS	GOOD COMMUNICATION SKILLS, FRIENDLY, PHONE SKILLS, BASIC CLERICAL WORK.
7 TH FLOOR- NURSING AREA	CLERICAL WORK, FILLING WATER PITCHERS AND ICE, INTERACTION WITH ELDERLY PATIENTS	M-F 7AM-11PM FLEXIBLE	GOOD COMMUNICATION SKILLS, FRIENDLY, CAN MAKE A CONSISTENT COMMITMENT

SPECIAL PROJECT FLOATERS	VOLUNTEERS WILLING TO GO FROM AREA TO AREA- ASSIGNED DAILY OR WEEKLY. CLERICAL PROJECTS AND OTHER SPECIAL PROJECTS	M-F 8AM-4PM FLEXIBLE	GOOD COMMUNICATION SKILLS, ABILITY TO FOLLOW DIRECTIONS, CLERICAL SKILLS A MUST.
SOCIAL WORK	CLERICAL WORK, DATA ENTRY, PATIENT SIGNATURES	M-F 9AM-3PM	GOOD COMMUNICATION SKILLS, AGILE AND MOBILE, FRIENDLY, SOME CLERICAL SKILLS.
**MATERNITY DESSERT CART	WORK WITH THE FOOD AND NUTRITION DEPARTMENT AS WELL AS MATERNITY TO DELIVER SNACKS TO HUNGRY NEW MOM'S.	MONDAYS AND FRIDAYS 2-3PM OTHER DAYS MAY BE AVAILABLE	FRIENDLY, ABLE TO TAKE DIRECTIONS, AGILE AND MOBILE.

** POSITIONS ARE LOOKING TO BE FILLED FIRST