



## Volunteer Connections

**Agency / Business Name**

Passavant Area Hospital

**Contact Name**

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**Brief description of your agency / business**

Local Hospital

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### What kinds of volunteer opportunities do you have to offer?

Please describe each opportunity, the number of volunteers needed for each opportunity, the number of hours involved, frequency (e.g. daily, weekly, monthly, occasionally, etc.), qualifications, and any other pertinent information a potential volunteer would need to know.

Name of volunteer opportunity: <b>Admissions Volunteer</b>
Description of opportunity: Deliver charts to departments, escort patients, make copies.
Number of hours involved: approximately 4
Frequency: weekdays: mornings begin at 8:00 a.m.; afternoons begin at 12:00 noon.
Qualifications: Volunteer must be neat, in good health, have positive attitude, pleasant personality, and able to do a lot of walking. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Blood Bank Volunteer</b>
Description of opportunity: Assist with registration of Blood Bank donors, serve as a runner, make reminder telephone calls to potential blood donors
Number of hours involved: approximately 4
Frequency: two days per month
Qualifications: Volunteer must be neat, in good health, have positive attitude, and pleasant personality. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Central Dispatch Volunteer</b>
Description of opportunity: Put charge slips with patient care items
Number of hours involved: approximately 4
Frequency: "on call" basis
Qualifications: Volunteer must be neat, in good health, have positive attitude, and pleasant personality.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Chapel Organist Volunteer</b>
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Description of opportunity: Provide music for the worship services at the hospital
Number of hours involved: approximately 1
Frequency: Sunday 9:00 a.m.
Qualifications: Must have ability to play the chapel organ.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Chaplain's Office Volunteer</b>
Description of opportunity: Assist Chaplain's Office as needed, filing, make phone calls.
Number of hours involved: approximately 2
Frequency: weekdays
Qualifications: Volunteer must be neat, in good health, have positive attitude, and pleasant personality. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Cholesterol Screening Volunteer</b>
Description of opportunity: Assist with registration of cholesterol screening
Number of hours involved: approximately 3
Frequency: two days per month, begin at 7:00 a.m.
Qualifications: Volunteer must be neat, in good health, have positive attitude, and pleasant personality. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Clerical Volunteer</b>
Description of opportunity: Assemble printed material
Number of hours involved: approximately 3
Frequency: weekdays/ "on call" basis
Qualifications: Volunteer must be neat, in good health, have positive attitude, and pleasant personality. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Educational Services/Library Volunteer</b>
Description of opportunity: Assemble printed materials, filing, copying
Number of hours involved: approximately 3
Frequency: weekdays/"on call" basis
Qualifications: Volunteer must be neat, in good health, have positive attitude, and pleasant personality. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Flower Delivery Volunteer</b>
Description of opportunity: Deliver flower arrangements to patients
Number of hours involved: approximately 4
Frequency: mornings beginning at 9:00 a.m.; afternoons beginning at 1:00 p.m.
Qualifications: Volunteer must be neat, in good health, have positive attitude, pleasant personality, and able to do a lot of walking. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Gift Shop Volunteer</b>
Description of opportunity: Operate the Gift Shop in a professional manner in providing a service to patients, their families and the public.
Number of hours involved: approximately 4
Frequency: weekdays, evenings and weekends
Qualifications: Ability to handle business transactions efficiently, in a courteous, pleasant manner. Volunteer must be neat, in good health, have positive attitude, and pleasant personality. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Health Information Services Volunteer</b>
Description of opportunity: Messenger between departments, copies, filing.
Number of hours involved: approximately 4
Frequency: weekdays

Qualifications: Volunteer must be neat, in good health, have positive attitude, and pleasant personality. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.
Name of volunteer opportunity: <b>Surgical Waiting Room Volunteer</b>
Description of opportunity: Serves as a hostess to the patients' families, aids in the communication between surgeons, relatives and hospital personnel.
Number of hours involved: approximately 4
Frequency: weekdays: mornings begin at 8:00 a.m.; afternoons begin at 11:30 a.m.
Qualifications: Volunteer must be neat, in good health, have positive attitude, and pleasant personality. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Imaging Volunteer</b>
Description of opportunity: Escort for patients.
Number of hours involved: approximately 4
Frequency: weekdays: mornings begin at 7:00 a.m.
Qualifications: Volunteer must be neat, in good health, have positive attitude, pleasant personality, and able to do a lot of walking. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Information Center Volunteer</b>
Description of opportunity: Assist the public by communicating the appropriate hospital information
Number of hours involved: approximately 4
Frequency: weekdays: mornings begin at 8:00 a.m., afternoons begin at 12:00 p.m.; weekends: afternoons begin at 2:00 p.m., evenings begin at 5:30 p.m.
Qualifications: Volunteer must be neat, in good health, have positive attitude, and pleasant personality. Volunteer must be able to give instructions and directions, and learn current computer program. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Junior Volunteer</b>
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Description of opportunity: Assists with various duties on the nursing floors
Number of hours involved: approximately 4
Frequency: weekdays during the summer months
Qualifications: Must be between the ages of 14 – 18. Volunteer must be neat, in good health, have positive attitude, and pleasant personality. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Laundry Volunteer</b>
Description of opportunity: Fold and stacks laundry as assigned
Number of hours involved: approximately 4
Frequency: weekdays
Qualifications: Volunteer must be neat, in good health, have positive attitude, and pleasant personality. Volunteer must be able to stand for prolonged time, and able to perform routine tasks.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Lifeline Volunteer</b>
Description of opportunity: Accompany Lifeline Representative on Lifeline installs
Number of hours involved: approximately 3
Frequency: weekly or “on call” basis: mornings begin at 9:00 a.m., afternoons begin at 1:00 p.m.
Qualifications: Volunteer must be neat, in good health, have positive attitude, and pleasant personality.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Mail Service Volunteer</b>
Description of opportunity: Deliver mail to patients.
Number of hours involved: approximately 1
Frequency: weekdays
Qualifications: Volunteer must be neat, in good health, have positive attitude, pleasant personality, and able to do a lot of walking. Confidentiality is a must.

Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: **Oncology Volunteer**

Description of opportunity: Greet the patients, assist the doctors and nurses in preparing patient charts and getting patients ready for treatments. Serve as a messenger to Lab & Pharmacy and other departments as needed.

Number of hours involved: approximately 4

Frequency: weekdays: Tuesday, Thursday & Friday

Qualifications: Volunteer must be neat, in good health, have positive attitude, and pleasant personality. Confidentiality is a must.

Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: **Sewing Group Volunteer**

Description of opportunity: Sew, make, mend, repair anything needed by hospital.

Number of hours involved: approximately 4

Frequency: 1<sup>st</sup> Thursday of each month, begin at 9:00 a.m.

Qualifications: Volunteer must possess sewing skills, be neat, in good health, have positive attitude, and pleasant personality.

Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: **Patient Representative Volunteer**

Description of opportunity: Visit with patients in trying to fill their non-medical needs.

Number of hours involved: approximately 2

Frequency: weekdays

Qualifications: Volunteer must be neat, in good health, have positive attitude, and pleasant personality. Confidentiality is a must.

Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: **Hospital Messenger Volunteer**

Description of opportunity: Serve as a messenger between the hospital departments.

Number of hours involved: approximately 4

Frequency: weekdays: mornings begin at 9:00 a.m.; afternoons begin at 1:00 p.m.
Qualifications: Volunteer must be neat, in good health, have positive attitude, pleasant personality, and able to do a lot of walking. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Plant Engineering Volunteer</b>
Description of opportunity: Work with Plant Engineering personnel as assigned.
Number of hours involved: approximately 4
Frequency: weekdays
Qualifications: Volunteer must be neat, in good health, have positive attitude, and pleasant personality. Must be able to perform routine tasks according to instructions.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Rehabilitation Services Volunteer</b>
Description of opportunity: Serve as a messenger, re-stock booths, change linens.
Number of hours involved: approximately 4
Frequency: weekdays
Qualifications: Volunteer must be neat, in good health, have positive attitude, pleasant personality, and able to do a lot of walking. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Same Day Surgery Volunteer</b>
Description of opportunity: Serve as a messenger, transport patients, organize/stamp charts, copies.
Number of hours involved: approximately 4
Frequency: weekdays: mornings begin at 8:00 a.m.; afternoons begin at 12:00 p.m.
Qualifications: Volunteer must be neat, in good health, have positive attitude, pleasant personality, and able to do a lot of walking. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Transitional Care Unit Volunteer</b>
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Description of opportunity: Assist patients with planned activities
Number of hours involved: approximately 1
Frequency: Mondays
Qualifications: Volunteer must be neat, in good health, have positive attitude, and pleasant personality. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.

Name of volunteer opportunity: <b>Wound Center Volunteer</b>
Description of opportunity: Serve as a messenger, filing.
Number of hours involved: approximately 4
Frequency: Friday afternoons
Qualifications: Volunteer must be neat, in good health, have positive attitude, pleasant personality, and able to do a lot of walking. Confidentiality is a must.
Other information: Individual on-the-job training by experienced volunteer or qualified hospital personnel.