

# Volunteer Positions

**Please note the following list is intended to give you an idea of the different volunteer opportunities however we do not always have an open position in the department you are interested in.**

**Acute Care:** Volunteers generally deliver water, towels, and linens to patients. They help make beds, walk patients, and answer “call lights”. They also take patients by wheel chair to the hospital exits when they are discharged. They may be asked to sit with, rock or read to pediatric patients when their families have to be gone. Volunteers help with paperwork, assembling chart packets or stickering charts with patient labels. Volunteers also help with stocking of rooms. Hours in Acute Care are flexible and may accommodate evenings and weekends.

**Assist:** Our Assist Program volunteers help on an as needed basis. Volunteers provide companionship, comfort, and help to patients and families at Valley View Hospital. Volunteers occasionally provide comfort to travelers, along with their families and traveling companions, who encounter medical problems while visiting Glenwood Springs. Such assistance may involve helping to arrange lodging or transportation, providing companionship to a spouse or significant other in a time of crisis or providing information about the area.

**A Woman’s Place:** Our Midwife Obstetrical clinic utilizes volunteers to help with errands, filing, wiping down equipment and other such duties. Times are flexible but clinic hours are Monday through Friday only.

**Bakers Program:** Do you enjoy baking? Volunteers come in on a morning to bake their favorite recipe to share it with patients and their families, who are able to have this treat. This is a great way to make patients feel at home.

**Blood Bank:** Volunteers call potential donors to set up appointments for the St. Mary’s Blood Mobile. Hours are flexible and generally volunteers work 2-3 hour shifts.

**Cafeteria:** Helping with wiping down tables, filling salt & pepper shakers, napkin holders and removing recyclables and trash in the lunch room. Hours are generally around the lunch time from about 12:00 noon until 2:00 or 3:00 in the afternoon.

**Cancer Resource Center:** These positions are in partnership with the American Cancer Society to help cancer patients and their families to connect with resources and information.

**Cardiac Rehab:** Assist therapists with recording data, wiping down equipment and other paper work. Generally, a 4 hour shift.

**Cardiology:** Assist nurses with patients, answer phones, file, and miscellaneous tasks. Hours are variable but generally volunteers work a 4 hour shift.

**Day Surgery:** Volunteers are needed to make up charts, answer phones, run errands for the nurses, check the cabinets for supplies that need to be ordered, change and make-up beds. This volunteer generally works a slightly longer shift to help cover the nurses and clerk through the lunch time. Suggested hours 7:30 a.m. - 2:00 p.m.

**Early Learning Center:** Reading to children, assisting with art projects, and other such staff assistance. Hours are flexible.

**Endoscopy:** Making packets and answering phones. Volunteers help with paperwork, assembling chart packets or stickering charts with patient labels. Volunteers also walk patients to the exit upon discharge. Generally a four hour shift.

**Family Birth Place:** Volunteers in the Family Birth Place generally help nurses and unit secretaries. Volunteers help with paperwork, assembling chart packets or stickering charts with patient labels. Volunteers cover the front desk occasionally monitoring persons coming into and leaving the FBP. The volunteers also help with stocking of rooms and other stocking needs as directed. Hours in the Family Birth Place are flexible and may accommodate evenings and weekends.

**Fundraising:** Volunteers are always needed and welcome for the various fundraising projects that the Auxiliary organizes each year. During Strawberry Days, all pies are made and donated by our members. Each December, workers are needed to staff the Holiday Bazaar, as well as to bake goods to be sold at the Bazaar. The annual raffle is also held the day of the Bazaar. Raffle tickets are sold by all members for the three months prior to the Bazaar. Anyone interested in coordinating the raffle would be most appreciated.

**Gift Shop:** There are two shifts in the Gift Shop, morning and afternoon Monday through Fridays and one shift on Saturdays and Sundays. The volunteers working in the Gift Shop sell items and keep records of their sales, balancing out each shift. Occasionally, volunteers help to stuff envelopes or do other such paperwork during their shift. Job requires cash register and credit card machine operation. This is a good job for those who want people contact yet can't do a lot of walking.

**Health Information Management:** The work in this area consists mainly of filing. As one works in this area, the duties may increase, if desired. This is an excellent place to give some help if you do not particularly care for patient contact.

**Holistic Harmony:** Musicians play music for patients in the lobbies or individually for patients.

**Human Resources/Work Life Balance:** Volunteers help with filing, assembling packets and other tasks as needed.

**Imaging Services/Mammography:** Volunteers in this area help with calling Mammography patients to remind them of their appointments. Generally this position works on Tuesday's and Friday's.

**Information Desk – Upper Lobby:** There are two work shifts at the Volunteer Information Desk in the upper admissions lobby. The morning shift is from 8:00 a.m. to 12:00 noon and the afternoon shift is 12:00 noon to 4:00 p.m. During the both shifts volunteers direct patients to registration, escort patients and visitors to various areas in the hospital and deliver flowers and mail to patients. Volunteers help to straighten up the lobby area and operate the player piano.

**Information Desk – Emergency Department:** Volunteers in the Emergency Department help patients and visitors to get registered by a registrar for an appointment or volunteers notify the emergency room nurse for patients coming to the Emergency Room. Volunteers in this area help monitor how long patients are waiting to be seen in the ER or to be registered. This can be a very active desk and requires good people management skills. Volunteers also help assemble chart packets for the Emergency Room.

**Information Desk – 4<sup>th</sup> Floor:** Volunteers greet patients and visitors and escort them to their destinations. Volunteers often do special projects from this desk, such as mailings, cookie baking and other projects as needed.

**Lab:** Volunteers are needed to perform filing of daily lab slips, perform workload recording in Chemistry and Hematology of previous day's work on provided forms. Perform updates of Blood Bank files with the direction of qualified personnel, call in Blood Donors and to sign up for the screening of new donors; all is under the supervision of qualified personnel. They also help relay lab slips to appropriate places and pick up new requests.

**Library:** Assist patrons on locating books, articles, and online health resources. Assist Librarian with covering and preparing books for shelves and assembling article files.

**Meals on Wheels:** Volunteers must have a car and valid drivers license for this position. Volunteers deliver meals to those who are shut in. Meals are picked up from the hospital and delivered to clients in Glenwood or Carbondale.

**Prayer Shawls/Sewing:** Volunteers knit or crochet shawls, or sews Christmas stockings, and hats and booties for newborn patients. Usually done outside of the hospital, but Threads of Love volunteers meet weekly to knit in a group and bless the shawls presented to patients.

**Rehab Services:** Answering phone on an occasional basis. Cut bands and wipe down equipment.

**Respiratory Care:** Answering phone on an occasional basis. Volunteers help with filing and other paperwork.

**YRC:** Volunteers help with encouragement and support for youth. Volunteers also tutor students and provide educational support as needed.