

# Volunteer Services Openings

For questions or to apply call 231.832.7184 or email [christie.carlson@spectrum-health.org](mailto:christie.carlson@spectrum-health.org).  
See hot new listings in yellow!

<b>Information Support (Front Desk)</b>	<b>Posted 5.12.08</b>
Responsible for staffing the Information Desk in the outpatient lobby area, while assisting patients, visitors, and families. Act as a liaison between the patient's family and friends and the unit in which they are located. Assist staff and physicians in identifying and locating family members and friends of patients. Provide reassurance and individualized attention to the patient's waiting family, friends, and hospital guests. Computer, customer service, and cross training for Greeter/Escort role provided.	
Location: Main hospital building Hours: Monday – Friday, 8am – 12 noon (Schedule created on monthly basis, you can sign up for days that fit your schedule)	

<b>Greeter/Escort Support (Front Desk)</b>	<b>Posted 5.12.08</b>
Responsible for staffing the Information Desk in the outpatient lobby area, while assisting patients, visitors, and families. Transport or escort patients safely to and/or from their room to and/or from various departments of the facility or dismissing them from the facility, by the use of wheelchair or stretcher. Escort families to their destination within the facility. Customer service and computer training provided.	
Location: Main hospital building Hours: Monday – Friday, 8am – 12 noon (Schedule created on monthly basis, you can sign up for days that fit your schedule)	

<b>Cancer Services Support</b>	<b>Posted 5.12.08</b>
Provide warm, individualized attention to patients and family members at either the Crossroads Radiation Therapy Center or Infusion Therapy Department. Cover desk during staff's lunch hour, and serve as the greeter for the departments. Infusion Therapy volunteer role will include serving as a runner to and from the hospital on occasion. Strong customer service skills a must.	
Location: Crossroads Radiation Therapy Center and/or Infusion Therapy Center Hours: Monday – Friday. Schedule agreed upon with department.	

<b>Personalized Services Attendant</b>	<b>Posted 4.15.08</b>
Responsible for extending whole-person care to patients, families, and staff throughout the hospital by utilizing tools including volunteer baking program, tea cart, book cart, and other service excellence functions as assigned. Strong customer service skills required. Ability to lift and push up to 20lbs required.	
Location: Main hospital building Hours: Monday – Friday, hours flexible, afternoon preferred.	

<b>Outpatient Surgery Support</b>	<b>Posted 4.15.08</b>
Responsible for providing reassurance, warmth, and individualized attention to patients, families and visitors (serving coffee, etc.), assisting staff with clerical duties, assisting staff with some minor clinical duties such as sterilization of beds, and transport patients safely from the registration area to the outpatient rooms, to some ancillary departments, and to vehicle on occasion. Strong customer service and communication skills required. Some heavy lifting and pushing of wheelchairs and/or beds required.	
Location: Outpatient Surgery	
Hours: Monday – Friday, hours flexible, scheduled agreed upon with department	

<b>Emergency Department Support</b>	<b>Posted 4.15.08</b>
Responsible for extending excellent customer service by exceeding patient and families’ expectations through greeting, talking with patients, answering phones, directing families to patients’ rooms or area, and other support functions as assigned by staff. Strong customer service and positive attitude required. Ability to lift up to 20lbs and push patients in wheelchairs required. Must be at least 18 years old.	
Location: Emergency Department	
Hours: M, W, F, 12:00 p.m. – Midnight preferred, schedule agreed upon with department	

<b>Respite Care Volunteer</b>	<b>Posted 4.15.08</b>
Responsible for sitting with patient(s) during a period of time while they are in the hospital recovering from illness or injury, to allow families and other caregivers time to run errands or emotionally re-charge, or to provide company and prevent loneliness, boredom, or injury from falls. Volunteer will receive training in fall prevention.	
Location: Acute Care Floor	
Hours: On call as needed	

<b>Finance/Payroll Support</b>	<b>Posted 4.15.08</b>
Responsible for assisting with clerical duties which may include filing, typing, stuffing payroll checks, entering data, and other duties as assigned.	
Location: Finance building	
Hours: On call as needed	

<b>Skilled Nursing Facility Outings</b>	<b>Posted 4.15.08</b>
Responsible for assisting staff and elders when participating in an outing event. Some lifting and pushing of wheelchairs may be required.	
Location: Skilled Nursing Facility	
Hours: On call as needed	

<b>Laundry Support</b>	<b>Posted 4.15.08</b>
Responsible for supporting laundry department in folding, hanging, and delivery of clothing to elders in 55-bed Skilled Nursing Facility. Strong customer service skills required. Ability to lift up to 20 lbs and reaching required.	
Location: Skilled Nursing Facility	
Hours: Monday – Friday, 10:30 a.m. – 2:30 p.m.	

<b>Music Therapy</b>	<b>Posted 4.15.08</b>
Responsible for playing a musical instrument for patients, staff, and other guests. Provide calming music to address physical, psychological, cognitive and social needs of individuals.	
Location: Skilled Nursing Facility	
Hours: Schedule agreed upon with SNF activities department	

<b>Art Therapy</b>	<b>Posted 4.15.08</b>
Responsible for planning and conducting a hand-on art demonstration for elders, with a focus on creativity and use of hands.	
Location: Skilled Nursing Facility	
Hours: Schedule agreed upon with SNF activities department	

<b>Pet Therapy</b>	<b>Posted 4.15.08</b>
Bring a properly certified pet to the facility to visit staff, patients, and other guests. Hold conversations with patients and other guests to make them feel more at ease in the presence of the animal.	
Location: Main hospital and campus outbuildings	
Hours: Schedule agreed upon with Volunteer Services	

<b>Nutritional Services Support Therapy</b>	<b>Posted 4.15.08</b>
Assist food service staff with set-up and preparation of food, sanitation of work area and eating areas, stocking of food supplies in hospital and outlying facilities. Some heavy lifting required.	
Location: Nutritional Services	
Hours: M, W, F, 2-6 hours each day. Schedule agreed upon with Nutritional Services	

<b>Garden Walk Maintenance</b>	<b>Posted 4.15.08</b>
Volunteers are needed to help maintain our garden walk by ensuring the sidewalks are clear of debris and weeding/watering/deadheading flowerbeds and the vegetable garden. Volunteers can also assist with planning, building and planting the beds. Some heavy lifting, bending, and squatting on knees may be required	
Location: Garden Walk on Main Hospital Grounds	
Hours: Flexible. Scheduled agreed upon with Skilled Nursing Facility	

<b>One-On-One Activities with Elders</b>	<b>Posted 4.15.08</b>
Volunteers are needed for one-on-one visits with elders that may include reading, talking or going on walks. Ability to push elders in wheelchairs required.	
Location: Skilled Nursing Facility	
Hours: Flexible. Scheduled agreed upon with Skilled Nursing Facility	