

# Volunteer Positions Available at Island Hospital



## **Health Resource Center Volunteer**

**Tues. 9a-1p; Wed. 9a-1p; Thur. 9a-1p; and Fri. 9a-1p**

The Resource Center is seeking a friendly, independent and detail oriented volunteer. He/she will greet visitors as they come into the Resource Center, assist with incoming phone calls, help clients with finding classroom and screening locations and support staff in the Resource Center/Community Education/ Community Relations departments with projects. The ability to perform basic computer tasks is preferred.

An interview with the Health Resource Coordinator is required prior to being placed into this position.



## **Gifts & More (gift shop) Clerk/Cashier Volunteer**

**Tues. 1-5p; Thurs. 9a-1p; Fri. 1-5p (until Nov. 1<sup>st</sup>); Fri. 1-3p (starting Nov. 8<sup>th</sup>)**

Greet customers as they come in the shop, have a positive attitude, excellent customer service and phone skills, be a self-starter, basic math skills, able to stand for long periods when busy, people oriented, creative and a smile ☺ Training is provided by the Gift Shop Manager. An interview with the Gift Shop Manager is required prior to being placed into this position.



## **Greeter Volunteer**

**Mon. 9:30a-2p; Wed. 12-3p; Thurs. 12-3p; Fri. 12:30-3p**

Greet patients, visitors and staff as they come in Island Hospital's doors. Assist as needed, escort them to their destination(s), may need to provide wheelchair assistance, and many other duties as assigned or as they come up. Must have excellent customer service skills, people oriented, able to work under pressure at times, and able to stand for up to two hours at a time. Training is provided before being on your own shift. An interview with the Director or Supervisor of Patient Access is required prior to being placed into this position.

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### **Surgery Liaison Volunteer (18 and older)**

#### **Substitutes**

Greet patients, help make them feel at ease along with their family/friends, finish checking them in, escort patient back to Outpatient Surgery area, escort family back to see patient prior to surgery/procedure, take patient out after surgery/procedure in wheelchair. Must have excellent customer service and phone skills, be people oriented, be a self-starter, and have a positive attitude with a smile☺. Training is provided prior to being on your own shift and an interview with the Surgical Director required prior to being placed in this position.



### **Gifts & More (gift shop) Floor/Stock Volunteer**

**Wed. 9:30a-2p; Fri. 11a-3:30p (our any time Mon.-Fri. btwn 9a-5p)**

This is a new position and the days and times will be flexible as the position is worked into and the volunteers' find what works best. Looking for a creative self-starter who works well with others, needs limited to no supervision, has excellent customer service skills and is willing to learn the Clerk position as well in case they may be needed. You must be able to lift up to 40 lbs, bend, sit, stand, reach overhead and know how to use a utility knife (box cutter). Able to take new merchandise when it comes in and display and/or make display to show it off. An interview with the Gift Shop Manager is required prior to being placed into this position.



ISLAND HOSPITAL

For more information about Volunteering at Island Hospital contact Jenn Van Dyke @ 360-853-5742, email at [jvandyke@islandhospital.org](mailto:jvandyke@islandhospital.org) or visit [www.islandhospital.org/volunteers](http://www.islandhospital.org/volunteers) .

Subject to change at anytime. Last updated 9/9/2019