



# Teenage Volunteer Program

## Welcome to Health Central

We are glad that you wish to join our Teenage Volunteer Program (TAV). The duties performed by our teens are very important and necessary in maintaining the standards of the hospital. As a teen volunteer, you will join a team of adult volunteers who are dedicated to our mission of bringing comfort and care to patients and visitors. We hope you will be happy in your volunteer duties and gain satisfaction from sharing your time and effort while helping others.

Included in this packet is the information necessary to apply for membership to our teenage volunteer program. Please read all the material carefully. We are looking for teens that will conduct themselves with the maturity necessary to volunteer in a hospital environment.

### TO BE ELIGIBLE TO QUALIFY AS A TEENAGE VOLUNTEER, TEENS MUST:

- Be between 15 and 17 years old.
- Attend orientation and interview
- Bring all forms completely filled out to the interview.
- Devote at least 4 hours once a week, with a total of 72 or more hours per year
- Submit to a free TB test. Test requires parent/guardian approval.
- Uniform shirts can be purchased through the Volunteer Office for \$15 dollars. For women white or khakis pants and black or khakis pants for men.

### Other Requirements

- Volunteer at their scheduled shift(s) with **no more than 3 unexcused** absences.
- Report to their assigned area on time, in proper uniform, and wearing ID badge.
- It is important to clock-in at the beginning and clock-out at the end of your shift.
- Spend the scheduled hours at the given assignment.
- Follow all rules and regulations of the hospital and Volunteer Services Department.
- Give advance notice to your staff contact and coordinator of any unavoidable absence.
- Remember that the hospital's affairs are **strictly confidential** and matters pertinent to patients should never be discussed in or out of the hospital.
- **Never** participate in the care of the patient, such as adjustment of the bed or feeding patients.
- Learn the duties thoroughly and execute them with responsibility. If necessary, ask questions. When in doubt, never overstep authority.
- Fulfill your obligations quietly and pleasantly with a smile.
- Take pride in your volunteer duties, realizing that as a member of the teen program you can be of real service to the hospital and to the community.
- It is not permissible to invite friends to join you at your service area while you are on duty, or invite them to wait for you.
- It is expected that you maintain a professional and dignified demeanor.
- Notify your service area and the Volunteer Services Department of your last day.

### Personal Appearance Requirements

- Makeup and jewelry should be worn in moderation.
- Cologne or perfume is not appropriate in a hospital setting.
- Good grooming of hair and nails is important to your appearance.

**I have read the information listed above and agree to all requirements:**

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_