

The listed shifts reflect when volunteers are currently needed OR when volunteers may be scheduled.

***** THIS IS SUBJECT TO CHANGE *****

Service Area	Shifts	Duties
Ambulatory Care Center (ACC) One ambassador/shift	Mon-Fri 7am-12pm Available Shifts Vary	<ul style="list-style-type: none"> ◆ Meet, greet, and assist patients and family members for pre-testing and pre-surgery ◆ Training will take place with other trained volunteer
*NEW Beacon Health & Fitness (Granger) Child Care Room 1 Ambassador Per Shift Perk: FREE BH&F Membership while actively volunteering	Mon., Wed., Fri 8:30-11:30 am ALL Shifts Available	<ul style="list-style-type: none"> ◆ Monitoring and supervising infants, toddlers, and young children to insure their safety and comfort while parents are utilizing the BHF ◆ Conducting and coordinating activities, games, crafts, etc. to educate and/or entertain children. ◆ Enforcing the child security procedures to ensure children are picked up by approved person(s). ◆ Training will take place during 1st shift
Breast Care Center (BCC) One ambassador/shift	M-F Between 8am and 4 pm Available Shifts Vary	<ul style="list-style-type: none"> ◆ Put together Breast Cancer Information Material ◆ Clerical tasks and other duties as assigned ◆ Training will take place during 1st shift
*NEW Cancer Center	M-F 8am-12pm, 10am-2pm or 1pm-4pm ALL Shifts Available	<ul style="list-style-type: none"> ◆ Volunteers will round on patients offering a pillow and/or warm blanket, drinks and/or snacks, activities (ex. book cart, coloring book or music) ◆ Keep waiting areas neat/clean ◆ Stock nourishment areas and dressing rooms ◆ Distributing items for themed days ◆ Provide a listening ear ◆ Assist with projects as they occur ◆ Training will take place with nurse educator during 1st shift
*NEW Children's Therapy	Monday-Thursday 9 am -12pm; 1-4 pm ALL Shifts Available	<ul style="list-style-type: none"> ◆ Listen to the guests, but do not give advice ◆ Assist to notify when parents are scheduled for their child's appointment. ◆ Assist in keeping kitchen area, MO's Diner, clean. ◆ Keep waiting area neat/clean ◆ Take documents to Medical Records and/or Mail Room ◆ Assist with record and office organization. ◆ Assist with projects as they occur ◆ Training will take place with OT Coordinator during 1st shift
Cookie Bakers 2 ambassadors/shift	M-F 9-11 am or 1-3 pm Available Shifts Vary	<ul style="list-style-type: none"> ◆ Bake and serve cookies for visitors and guests ◆ Training will take place with other trained volunteers
No One Dies Alone or Compassionate Companion (Secondary Service Area)	Various hours as required Scheduled through Spiritual Care Chaplain	<ul style="list-style-type: none"> ◆ Provide company to a dying patient that does not have anyone to be with them ◆ Training will take place with Chaplain
Emergency Room 1 ambassador/shift	7 days/week 8am-12pm; 12-4pm 4-8pm; or 8-12pm Available Shifts Vary	<ul style="list-style-type: none"> ◆ Meet, greet, and assist guests and families as they enter the ER ◆ Keep families comfortable Interact with and serve families and guests ◆ Interact with ER nurses, doctors, and staff ◆ Must be available to train Thursdays 4-6 pm or 6-8 pm



<p>Epworth Center (Behavioral Health Center) 1 ambassador/shift</p>	<p>7 days/week Mon,Wed, Fri 3:30p-6:30p Tues, Thurs 4:00-7:00p Sat,Sun 3:00p-6:00p Available Shifts Vary</p>	<ul style="list-style-type: none"> ◆ Check in Visitors ◆ Maintaining Activity Areas ◆ Other projects assigned as needed ◆ Training will take place during 1st shift
<p>Escort Multiple ambassadors/shift</p>	<p>Mon – Fri 7am-10am; 10am-1pm 10am-1pm; 1-4pm; or 3:30-6:30pm Available Shifts Vary</p>	<ul style="list-style-type: none"> ◆ Escort patients & visitors to their destinations throughout the hospital ◆ Meet and greet all visitors at the front entrance ◆ Much walking & pushing of wheelchairs is required ◆ Exposure to entire hospital and every department ◆ Training will take place during shift(s)
<p>Flower Room 2 ambassadors/shift</p>	<p>FULL</p>	<ul style="list-style-type: none"> ◆ Deliver flowers to patients rooms ◆ Training will take place with other trained volunteers
<p>ICU Reception 1 ambassador/shift</p>	<p>M-F 3-7pm; or 7-11pm Sat & Sun 9am-12pm; 12-3pm 3-7pm; or 7-11pm Available Shifts Vary</p>	<ul style="list-style-type: none"> ◆ Meet and greet visitors and provide instructions ◆ Understand and implement visitation guidelines ◆ Answer door, phone, and assist staff ◆ Must be available to train as determined in interview
<p>*NEW Imagination Library 1 Ambassador per shift</p>	<p>Mon., Wed., Fri 10 am – 1 pm Available shifts vary</p>	<ul style="list-style-type: none"> ◆ Visit families in NICU, PEDS, Mother Baby and provide information on Imagination Library- a book gifting program that mails free books, monthly, to children from birth to age five. ◆ Access census on each unit before visiting rooms ◆ Carry iPad to assist with sign-ups if necessary
<p>Information Desk 1 ambassador/ shift</p>	<p>M-F 8am-12pm ; 12-4pm ; 4-7pm Available Shifts Vary</p>	<ul style="list-style-type: none"> ◆ Meet & greet visitors and give directions ◆ Telephone transfers and computer access ◆ Training will take place during shift(s)
<p>Memorial Pediatric Specialties 1 ambassador/shift Must be <u>over 18 years old</u> AND out of High School</p>	<p>Monday-Thursday 9 am -12pm; 1-4 pm Friday 9-12 Available Shifts Vary</p>	<ul style="list-style-type: none"> ◆ Engages children and parents waiting for appointments in MPS park area through a variety of pre-created crafts, activities, and character building tools to enhance families' overall experience and feeling of value, worth, and positive role modeling while visiting the clinic. ◆ Training will take place during 1st shift
<p>NICU Reception One ambassador/shift Must be <u>over 18 years old</u> AND out of High School</p>	<p>7 days/week 9am-12pm; 12-3pm 3-6pm; 6-9pm Available Shifts Vary</p>	<ul style="list-style-type: none"> ◆ Assemble admission packets, linen packets; orientation binders, etc. ◆ Assist unit clerk at front desk with visitor registration, meal tickets, etc. and Lactation Nurse (patient folders, paperwork, etc.) ◆ Cap syringes, Check expiration dates in carts, Creating name tags for entry to baby's room ◆ Entertaining Siblings ◆ Paper cutouts for the baby's "clothesline", Passing Water, Reading to babies ◆ Straighten up/lightly clean the family waiting room, straighten up/lightly clean the family lounge

		<ul style="list-style-type: none"> ◆ Wipe down keyboards/mouse outside of patient rooms Must be available to train M-F 8:30-5pm for 1 session for 2 hours with nurse educator
Nutritional Services	M-F Varies by day Available Shifts Vary	<ul style="list-style-type: none"> ◆ Assist with clerical tasks and special projects for Nutritional Services as needed.
Patient Portal 1 ambassador/shift	M-F Varies by day Available Shifts Vary	<ul style="list-style-type: none"> ◆ Assist patients with signing up for online patient information ◆ Round to different floors ◆ Work with medical records ◆ Training will take place during 1st shift
Patient Comfort Rounds 1 ambassador/shift	7 days/week 3:30-6:30 pm or 6:00-9:00 pm Available Shifts Vary	<ul style="list-style-type: none"> ◆ Rounding on patient rooms on floors 10-12 and offering comfort care, ie blankets, water, games, conversation etc ◆ Interact with nursing staff, patients and families ◆ Training determined based on staff/volunteer availability
Pediatrics 1 ambassador/shift <u>Must be over 18 years old</u> AND out of High School	7 days/week 9am-12pm;12-3pm; 3-6pm; or 6-9pm Available Shifts Vary	<ul style="list-style-type: none"> ◆ Round on patient rooms to rocking infants, reading books, play games, assisting with art projects, stocking patient rooms, talking with patients and families ◆ Passing beverages and linens, preparing blank charts, preparing security packets. ◆ Ambassadors will also be asked to help maintain the toys, supplies and facilities used by the children. ◆ Training will be decided during interview
People Mover 1 ambassador/ shift	Mon - Fri: varied hours	<ul style="list-style-type: none"> ◆ Drive People Mover Cart
Pet Therapy Teams	Per your schedule	<ul style="list-style-type: none"> ◆ If you have a certified Pet Therapy Dog (certified through either Pet Partners or Therapy Dogs International), please see us for visiting opportunity assignments within the facility ◆ Training will be decided during interview
Rolling Library 1 ambassador/shift	Mon – Fri 9 am – 11:30 am Tuesday & Friday Available	<ul style="list-style-type: none"> ◆ Deliver books and magazines to waiting rooms and <i>patient rooms</i> throughout entire hospital ◆ Training will be decided during interview
Radiology One ambassador/shift	M-F Between 8am and 4 pm ALL Shifts Available	<ul style="list-style-type: none"> ◆ Meet and greet all patients while rounding on waiting rooms and patient rooms ◆ Notify staff upon patient arrival ◆ Show patients/families to room and let them know which staff will be helping them ◆ Escort visitors and guests to their destination; ◆ Make packets ◆ Training will take place during 1st shift
Spiritual Care Interview required	Scheduled though Chaplain	<ul style="list-style-type: none"> ◆ Work with staff chaplains ◆ Contact churches for patients ◆ Possible patient contact ◆ Training will be decided during interview
Surgery Waiting Area 1 ambassador/shift	Mon – Fri 7 am-10 am; 3:30-6:30	<ul style="list-style-type: none"> ◆ Assist staff member to: <ul style="list-style-type: none"> ◆ Keep families comfortable & updated on status

	<p>pm Available Shifts Vary</p>	<ul style="list-style-type: none"> ◆ Interact with and serve families and guests ◆ Interact with surgery nurses, doctors, and staff ◆ Keep waiting area clean and coffee stations stocked ◆ Training will take place during 1st shift
<p>The Cottage Place Gift Shop Multiple ambassadors/shift Retail setting</p>	<p>Mon – Fri 10am-1pm, 12-3pm 4-7pm Sat – Sun: 9am-12pm 1-4pm Available Shifts Vary</p>	<ul style="list-style-type: none"> ◆ Run register, ring up sales ◆ Assist on sales floor ◆ Stock ◆ Training will take place during shift(s)