

Volunteer Requirements

Each volunteer is required to do the following:

1. Complete a background check
2. Attend an orientation
3. Obtain a tuberculosis (TB) clearance test before training (given by the hospital at no charge). An annual Flu vaccination, COVID vaccination, TB test or X-ray is required
4. View the safety and HIPPA information
5. Serve a minimum of 100 hours or one year (A minimum of 4 hours per week). This varies with Junior Volunteers (high school students).
6. Be punctual and regular in reporting to assignments
7. Sign into Volgistics computer system, for time tracking of hours
8. Notify the hospital administrator and the leader of the department of an unavoidable absence. Do not leave word with the hospital telephone operator.
9. Try to remain in the same service for at least six months.
10. You may work in more than one service if your time allows.

Volunteers Please Note:

1. Uniforms must be worn while volunteering.
 - a. Uniforms must be kept clean, neatly buttoned
 - b. A white shirt sweater, blouse shell or turtleneck may be worn underneath
 - c. White or black pants are to be worn with uniform
 - d. Blue jeans, floral or print blouses, and shirts are not acceptable
 - e. Large and/or dangling jewelry items are not to be worn with uniforms
 - f. Shoes are to be serviceable, low-heeled, closed and noiseless
 - g. Long hair must be tied back if the volunteer is around food or involved in patient care.
2. No perfume or cologne should be worn.
3. Only authorized insignia and service pins are to be worn on uniform. Emblems will be worn on the left front just under the collar. The ID badge should be on the right side on ID holder. Do not puncture name badge or place any stickers on it that will cause the deactivation of the censor located in the badge.
4. Smoking and chewing gum are prohibited while on duty, no cell phone use while on duty.
5. Only authorized and trained personnel in proper uniform are allowed to volunteer in a service area, unless wearing a training badge.
6. No personal calls are to be made on the hospital telephones