



Huntington Hospital

Volunteer Opportunities

Title	Duties
5 East (Surgical Nursing Unit)	Assisting with answering phones, answering call lights, stocking supplies, running errands, putting charts together, discharging patients, taking water to patients, etc.
6 East (Ortho/Neuro Nursing Unit)	Assisting with answering phones, answering call lights, stocking supplies, running errands, putting charts together, discharging patients, taking water to patients, etc.
Accounts Payable/ General Accounting	Assisting with data entry, photocopying, mailings, other office procedures.
Ambulatory Surgery Center Business Office	Assisting with alphabetizing medical charts, scanning authorizations into files, matching invoices and purchase orders, answering phones, taking messages, various other office duties as needed.
Blood Donor Center	Volunteer will make phones to donors to schedule next appointment or reschedule missed appointments. Simple computer knowledge and skills needed.
Critical Care Reception Desk	Check in visitors, distribute pagers & packets, escort visitors, monitor visitor's lounge, and relay messages to staff & visitors.
Errand & Escort	Volunteers transport and discharge patients and visitors by wheelchair, provide walking escorts, deliver blood and specimens to the labs for various departments, pick up and deliver charts, deliver flowers to patient rooms. A department that exists to support Huntington, its staff and patients.
Gift Shop	Volunteers greet and assist customers with purchases. Stock shelves, organize display case and sell merchandise. Assist with inventory and pricing of merchandise and operate cash register. Excellent interpersonal skills required.
Human Resources	Assisting with answering phones, directing calls, answering questions about job opportunities, putting packets together and various other office duties as needed.
Huntington Collection	Work at the hospital's resale store and thrift shop. Operate cash register, sort and mark goods, and excellent customer skills required.



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Lobby Escorts	Escorting patients or visitors from the Information Desks to their destination on the hospital campus or to patient rooms by wheelchair or walking escort. Assisting with deliveries when Errand and Escort is not open.
Music Therapy	Playing the piano in the common dining area of Inpatient Rehab during meal times.
Neuro Stroke Unit 31	Directing visitors, answering phones and call lights, making admissions charts, labeling documents, stocking supplies, delivering flowers and mail, assisting with general duties on the unit.
Non-Invasive Cardiology	Greeting patients, answering phones and taking messages, notifying staff of patient arrival, putting charts together, updating patients and families on wait times.
Purchasing	Greeting vendors as they come in, registering them in the computer system, answering phones, data entry. Lots of clerical work, strong computer skills a must.
Same Day Surgery	Assisting with stocking supplies, putting charts together, discharging patients, changing rooms in between patients, delivering belongings to inpatients, answering phones, running errands and more.
Senior Care Network	Assist with filing, making phone calls, answering the phone, putting mailings together, data entry, etc. On Wednesdays volunteer would help with the Noon Hour lecture series including set-up, guest check-in and tear-down.
Surgical Services	Assisting with picking up beds from floors, stocking supplies, running errands, answering phones, picking up blood and taking specimens to the lab,
Volunteer office	Assist with answering phones and providing information about volunteer program, directing calls, checking in flowers, data entry, opening and delivering mail, selling volunteer uniforms and other general office duties.