

Volunteer Opportunities

Title	Schedule	Duties
6 East (Ortho/Neuro nursing unit)	Mon or Tue 9am-12pm; Mon, Tue, Thur or Fri 1-4pm	Volunteers act as a receptionist for the staff; answer telephones, assemble patient charts, light clerical duties, discharge patients, pass/pick up meal trays, etc.
Admitting	Fri anytime between 6am-12noon	Assisting with patients coming in for registration, filling out forms, answering phones, giving directions, photocopying and filing paperwork, escorting patients, etc
Book Cart	Any time Mon-Fri - hours are flexible during the day	Volunteer will provide library services to the hospital patients and provide magazines for waiting rooms.
Central Sterile	Fri anytime 8am-6pm; Tue after 12pm	Volunteers assist with answering phones, taking orders for supplies and crash carts, delivering items to departments, picking up trays.
Clinical Research	Mon-Fri between 9am- 4pm	Volunteers assist with data entry of archived information, filing and organizing records.
Critical Care Reception Desk	M-Su any hours between 9am-9pm, priority M-F 9am-6pm	Check in visitors, distribute pagers & packets, escort visitors, monitor visitor's lounge, and relay messages to staff & visitors.
Employee Health and Wellness	Anytime Mon-Fri between 8am-4pm	Assist with data entry of TB test records, filing paperwork and other general office duties as needed.
Errand & Escort	M-F 9:00am-12:30pm; 12:30pm-4:00pm; high school students 4pm- 6pm	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	Wednesday 9am-1pm; 1pm-5pm or 5pm-8pm; Fridays 5pm-8pm; Sat 12pm-4pm	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.
Huntington Collection	Tues. between 9am and 4pm, Wed 1pm - 4pm, Thu between 11am and 6pm, Fri any hours 9am to 4pm	Work at the hospital's resale store and thrift shop. Operate cash register, sort and mark goods, and excellent customer skills required.
Information Desks	Anytime Monday- Sunday 8am-8pm	You are the first person our visitors see! Volunteers will greet and direct visitors to their destination. Must be comfortable working with the public and have excellent customer service skills. Moderate computer skills required and can be taught.
Lobby Escorts	Anytime Monday- Sunday 8am-8pm	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.

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Maternity Greeter	Monday-Sunday 8am-8pm. Priority Thursday- Sunday	Checking in visitors who are coming to visit patients in Maternity, Perinatal High Risk and Newborn Nursery. Distributing identification badges and directing visitors to the appropriate location.
Music Therapy	Tue or Wed 12-1pm; Sun, Wed or Fri 5-6pm	Playing the piano in the common dining area of Inpatient Rehab during meal times.
Pre-op Testing	Anytime Mon-Fri 8am-5pm	Assist staff with registering patients, escorting patients to rooms, putting information packets together, filing charts, delivering specimens to the lab, delivering charts to surgery and medical records.
Receiving & Distribution	Monday-Friday 1pm-4pm	Delivering packages to other departments, running errands, delivering items to departments.
Recovery/PACU	Tues 1-5pm; Wed 12-4pm	Answering phones, checking and stocking kitchen and bedside supplies, restocking supplies, keeping blanket warmer stocked, bringing equipment to bedside, wiping down areas between patients, escorting family members.
Same Day Surgery	Mon 12-4pm; Tue 1-4pm.	Assist with getting rooms ready for new patients, transporting patients, discharging patients, putting charts together, transporting belongings, running errands and more.
Volunteer Office	Tuesdays 12:30-4pm Thursdays 12:30-4pm	Assist with answering phones, opening mail, greeting visitors, giving out information about the volunteer program, checking in flowers, data entry and general office support.