

CAPE CORAL HOSPITAL

2023 SUMMER STUDENT VOLUNTEER ASSIGNMENT WORKSHEET

Name _____ Phone _____

Email (Please print clearly) _____

Complete section 1 and 2 below. We will do our best to assign you to a shift and job of your preference. Please discuss your schedule with your parents and ensure you have transportation on these days. Your assignment will be confirmed at orientation.

1. Volunteer Day and Shift: Select the days and shifts you are available to volunteer

| | | | |
|-----------|-------------------------------------|----------------------------------|---------------------------------|
| Monday | <input type="checkbox"/> 8 am-12 pm | <input type="checkbox"/> 12-4 pm | <input type="checkbox"/> 4-8 pm |
| Tuesday | <input type="checkbox"/> 8 am-12 pm | <input type="checkbox"/> 12-4 pm | <input type="checkbox"/> 4-8 pm |
| Wednesday | <input type="checkbox"/> 8 am-12 pm | <input type="checkbox"/> 12-4 pm | <input type="checkbox"/> 4-8 pm |
| Thursday | <input type="checkbox"/> 8 am-12 pm | <input type="checkbox"/> 12-4 pm | <input type="checkbox"/> 4-8 pm |
| Friday | <input type="checkbox"/> 8 am-12 pm | <input type="checkbox"/> 12- 4pm | <input type="checkbox"/> 4-8 pm |
| Saturday | <input type="checkbox"/> 8 am-12 pm | <input type="checkbox"/> 12-4 pm | <input type="checkbox"/> 4-8 pm |
| Sunday | <input type="checkbox"/> 8 am-12 pm | <input type="checkbox"/> 12-4 pm | <input type="checkbox"/> 4-8 pm |

Would you like to work a 2nd day if there is availability? ☐ Yes ☐ No

2. Service Area: Select four (4) preferred areas, rate them on a scale of 1 to 4 with 1 being the most preferred

- ___ **Ambassador** – (non-patient contact) Greet, assist, and escort visitors and patients to various locations in the facility.
- ___ **Blood Center** – (non-patient contact) Greet donors, register and print donor cards, offer drinks, snacks and gifts.
- ___ **Central Transport** – (patient contact) Transport patients via wheelchair. Run errands throughout the hospital.
- ___ **Departure Lounge** – (patient contact) Greet and assist guests, transport patients from unit to departure lounge, transport patients from lounge to car, run errands.
- ___ **Emergency Department (you must be 16 yrs. old)**-(patient contact) Greet patients, help stock rooms, round on patients and provide pillows and blankets, run errands.
- ___ **Floor Service** – (patient contact) Assist staff with stocking linens and supplies, make copies, run errands.
- ___ **Gift Shop** – (non-patient contact) Greet customers, retail sales, pricing, dusting, deliver flowers. Note: Volunteer hours will be 2pm to 6pm.
- ___ **Outpatient Registration** – (patient contact) Escort patients to appointments either by walking with them or pushing in wheelchair.
- ___ **Patient Business Services** – (patient contact) Explain forms to patient and/or families, obtain signatures, visit patients at bedside. Customer service skills required.
- ___ **Recovery Room/PACU** – (patient contact) Transport patients out to their car, make up bags for pre-op, clean stretchers, make up stretchers for the next patient.
- ___ **Surgery Services** – (patient contact) Greet and assist guests, visit with patients, run errands, make copies.
- ___ **Thrift Shop - Located across the street from Cape Coral Hospital** – (non-patient contact) Ability to check customers out on cashier, price clothing, help to keep store neat. Note: Volunteer hours will be 1pm to 5pm.
- ___ **Uniform Store** – (non-patient contact) Make phone calls and answer phone, help price and put out stock, learn cash register, help keep store neat and clean.
- ___ **Women's Care/OB Reception Desk** – (non-patient contact) Assist staff at desk, buzz guests into the unit, file and make copies as needed.

☐ **No preference of service area**