

KISHWAUKEE COMMUNITY HOSPITAL  
Volunteer Opportunities

JOB	HOURS NEEDED	RESPONSIBILITIES
<b>VISITOR'S DESK TEAM</b> ***** May walk 2-3 miles on a three-hour shift & be able to push wheelchairs.	Early bird 7a.m.-9 a.m. 9 a.m.-12 noon 12-3 p.m. 3-6 p.m. 6-8 p.m.	<b>Assist receptionist</b> with greeting visitors, escorting, transporting, and providing patient information. Deliver flowers, and newspapers.
<b>GIFT SHOP</b> **	6 days a week 2-3 hour shifts	Assist customers. Restock merchandise. Help keep shop attractive, and clean.
<b>SURGERY &amp; OB LOUNGES</b> *	Monday-Friday 8- noon 12-3 p.m.	Assist receptionist with visitors and patients in the surgery & OB lounges.
Patient Orientation to hospital rooms **	Flexible hours Monday-Friday One volunteer per day	Requires a warm, compassionate volunteer to visit with patients & explain the Get Well Network. <b>Interview required for selection to this service.</b>
<b>REGISTRATION GREETER</b>	Monday-Friday 8:30-10:30 a.m.	Greet and monitor patients waiting in Out Patient Services area.
<b>UNIT VOLUNTEERS</b> **	7 days a week Scheduled with a partner when possible	Restock linens, blankets, and supply drawers in patient areas in Y1 & Y2. Some patient contact.
<b>HEALING PAWS</b> **	Must volunteer twice a month Weekends/Days/Evenings	Certified therapy dog & handler team. Greet and interact with patients, family, staff & visitors.
<b>CLERICAL</b> *	As needed	Work on mailings, put together packets, fold and collate materials for various hospital departments.
<b>RECYCLING</b> ***** Must be able to lift up to 30 pounds.	Monday, Wednesday, Friday 3-4 hours a day Times are flexible	Circulate throughout the hospital picking up paper for recycling
Cancer Care Center Community Cares Clinic The Foundation Social Services OT/PT Business Office Other departments as need arises	Flexible hours Monday-Friday during normal business hours	Responsibilities vary according to department, skills and interest

Saved:Orientation/Job 7/11