

# Available Volunteer Positions at Island Hospital



## Gifts & More (gift shop) Clerk/Cashier Volunteer

**Thurs. 9a-1p**

Greet customers as they come in the shop, have a positive attitude, excellent customer service and phone skills, be a self-starter, basic math skills, able to stand for long periods when busy, people oriented, creative and a smile ☺ Training is provided by the Gift Shop Manager. An interview with the Gift Shop Manager is required prior to being placed into this position.



## Gifts & More (gift shop) Floor/Stock Volunteer

**Mon. 9:30a-2p; Wed. 9:30a-2p; Fri. 11a-3:30p**

This is a new position and the days and times will be flexible as the position is worked into and the volunteers' find what works best. Looking for a creative self-starter who works well with others, needs limited to no supervision, has excellent customer service skills and is willing to learn the Clerk position as well in case they may be needed. You must be able to lift up to 40 lbs, bend, sit, stand, reach overhead and know how to use a utility knife (box cutter). Able to take new merchandise when it comes in and display and/or make display to show it off. An interview with the Gift Shop Manager is required prior to being placed into this position.



## Greeter Volunteer

**Mon. 11a-2p; Tues. 8-10a; Fri. 9:30a-2p**

Greet patients, visitors and staff as they come in Island Hospital's doors. Assist as needed, escort them to their destination(s), may need to provide wheelchair assistance, and many other duties as assigned or as they come up. Must have excellent customer service skills, people oriented, able to work under pressure at times, and able to stand for up to two hours at a time. Training is provided before being on your own shift. An interview with the Director or Supervisor of Patient Access is required prior to being placed into this position.

Continued on Next Page



### **Health Resource Center Volunteer**

**Tues. 9a-1p; Wed. 9a-1p; Thur. 9a-1p; and Fri. 9a-1p**

The Resource Center is seeking a friendly, independent and detail oriented volunteer. He/she will greet visitors as they come into the Resource Center, assist with incoming phone calls, help clients with finding classroom and screening locations and support staff in the Resource Center/Community Education/ Community Relations departments with projects. The ability to perform basic computer tasks is preferred.

An interview with the Health Resource Coordinator is required prior to being placed into this position.



### **Lost & Found Volunteer**

**Mon. 9a-12p or 1-4p; Wed. 1-4p; Fri. 9a-12p (days times are flexible)**

Help ensure items left behind are returned to whom they belong. Knowledge of Excel and Word preferred but not required. Have excellent customer service skills, phone skills and be people oriented. You will be working with other departments to obtain contact information for items; contacting the patient and/or family member(s); and working with the Clamdigger and Anacortes American Lost & Found section(s). Training is provided. An interview with the Volunteer Coordinator is required prior to being placed in this position.



### **Volunteer – Volunteer Workroom**

**Mon. 10a-2p; Tues. 1-4/5p; Fri. 9a-1p, 1-4/5p**

This position will be in charge of ensuring the Labor & Delivery department is stocked with the appropriate amount of patient packets, discharge folders and pink/blue baby caps each week. This entails making the packets, printing the forms, ensuring the Volunteer Coordinator knows when supplies are low for re-order and making sure all baby caps are presentable, clean of threads, boxed and taken to the L&D dept. This position will also be in charge of ensuring the Anacortes Family Medicine Clinic and the Walk-In Clinic packets are completed bi-weekly and delivered. This entails making the packets, printing updated forms as needed and all same as above. Other duties as assigned when needed. An interview with the Volunteer Coordinator is required prior to being placed in this position.



For more information about Volunteering at Island Hospital contact  
Jenn Van Dyke @ 360-853-5742, email at [jvandyke@islandhospital.org](mailto:jvandyke@islandhospital.org) or visit  
[www.islandhospital.org/volunteers](http://www.islandhospital.org/volunteers) .

Subject to change at anytime. Last updated 10/19/2018