

<b>Location</b>	<b>Days Staffed</b>	<b>Shifts Staffed</b>	<b>General Responsibilities</b>
Main Desk	M-F	8a-2p or 9a-3p	Greet patients and visitors, way-finding, copying, shredding, sorting daily mail, deliver patient mail and flowers, transport patients, errands, special projects
Short Procedure Unit-Waiting Room	M-F	8a-2p or 9a-3p	Greet visitors and patient families, communicate w/ patient families regarding patient status, maintain coffee, snack and drink cart, special projects (This is mainly a sedentary position)
Rehab Services	M-F	8a-2p or 9a-3p	Transport patients, running department errands, clean equipment, filing, organization of charts, special projects
Materials Management	M-F	8a-2p or 9a-3p	Deliver department orders, assist staff with mail duties, open deliveries, stocking, etc. special projects
Long Term Care	M-F Weekends Upon Request	10a-4p	Visit with patients, assisting with patient recreation, copying, filing, organization of charts, misc. clerical duties, transport patients, special projects
Gift Shop	M-F S&S-Varies	9a-12:30p 12:30p-4p	Check-out sales, assist shoppers, light cleaning, sorting and pricing inventory, special projects
Patterson Cancer Center (Chemotherapy, Radiation Therapy, Oncologist, Internal Medicine, American Cancer Society)	M-F	8:30a-1:30p	<u>Runner</u> -Transport of specimens, lunches, mail to and from Hospital, visit with patients and guests, misc. clerical, special projects <u>Greeter</u> -Greet patients and visitors coming into the facility directing them to the appropriate office, maintain coffee, snack and drink cart, misc. clerical, special projects.
Outpatient Registration Desk	M-F	8a-2p or 9a-3p	Greet patients and visitors, assure good flow of registration process, way-finding, special projects
Nursing Units	M-F Weekends Upon Request	Flexible	Visit patients, assist nurses and staff as appropriate, transport patients, misc. clerical duties, special projects
Emergency Department	Daily	8a-12p 12-4p 4p-8p	Patient liaison-communicating with patients and their families, assuring comfort and tidiness of waiting room, running errands for staff, clerical work
Other Locations	M-F Weekends Upon Request	As needed	Many departments need volunteering services on an occasional basis during busy periods, vacations, and for special projects.