

ACCEPTANCE AND ASSIGNMENT OF VOLUNTEERS

Volunteers must be at least 14 years of age. Volunteers between the ages of 14 and 18 will be classified as Junior Volunteers. Those 18 years of age and above will be classified as Adult Volunteers. All volunteers are required to commit to four hours per week for a minimum of six months or eight hours per week for a minimum of two months. If you cannot fulfill this commitment, please allow another prospective volunteer to have this opportunity.

Junior volunteer applications are accepted for two sessions: school year and summer. All application, reference and health documents must be completed and returned to the Volunteer Office by September 10 for the school year program and May 10 for the summer program. There are a limited number of Junior volunteer positions, and applications are accepted on a first-come, first-served basis. Once the quota of applicants has been met, your application will be held for the next session.

Adult volunteer applications are accepted throughout the year. You will be called in for an interview when a suitable opening that matches your interests and skills becomes available. Applications are kept on file for three months.

Volunteer Admission Process:

- Submit an application to the Department of Volunteer Services (DVS). Junior volunteer applicants must have their school guidance counselor submit their application form and school recommendation in one envelope.
- When a volunteer position is available, interview with the Director of Volunteer Services to discuss a possible placement
- If accepted, complete medical forms and submit to Volunteer Department
- Schedule appointment with Employee Health to review medical forms and have any necessary blood work and TB tests done (at hospital expense)
- Upon Employee Health clearance, discuss placement, purchase a uniform and receive an i.d. badge
- Meet with the department head (or designee) to whom you are assigned
- Attend orientation and all required training as necessary

All volunteers will be recruited and assigned in accordance with Mather Hospital's equal opportunity, affirmative action, and labor relations policies without regard to sex, race, religion, national origin, age, physical disability, or marital status.

Every effort will be made to accommodate your interests, abilities, and vocational goals, but the needs of Mather Hospital will be first and foremost in the decision-making process. No volunteer assignments will be made except upon the request and agreement of the department to which the volunteer is assigned.

Upon acceptance into the volunteer program, you must abide by the policies of Mather Hospital, the Department of Volunteer Services and the department to which you are assigned. If, in the opinion of the Director of Volunteer Services and/or the supervisor of the department to which a volunteer is assigned, a volunteer displays conduct that is not in the best interests of Mather Hospital and its patients, the volunteer may be counseled and/or dismissed.