

Available Volunteer Positions at Rush Oak Park Hospital

1. Administrative Assistant volunteer

Position description

Administrative volunteers provide support to staff in a variety of hospital departments. They may be responsible for: front desk and phone reception, customer service and general administrative assistance, including computer data entry, hard copy filing, assisting with office mailings and preparing informational packets.

Qualifications

- Excellent customer service and administrative skills. Must be detail-oriented.
- Ability to work as part of a team as well as independently. Should be enthusiastic, friendly, dependable and **flexible**.
- Ability to handle several tasks at one time.
- Must be able to read, write, understand and speak English fluently.
- Requires standing, walking, bending and stretching on a consistent basis.

Shift times

- Weekday morning (9 a.m. to 1 p.m.) and afternoon (1 p.m. to 5 p.m.) shifts available.

2. Information Center volunteer

Position description

Information Center volunteers are located on the ground and first floors of the hospital, and provide customer service to all patients, visitors and staff. Responsibilities include greeting and assisting all visitors and patients in a helpful and courteous manner; providing directions and information; providing security badges for visitors; and escorting patients to desired locations throughout the hospital (including wheelchair transport).

Qualifications

- Exceptional customer service skills.
- Ability to work as part of a team. Must be enthusiastic, friendly, dependable and **flexible**.
- Must enjoy interacting with the public and be able to communicate effectively with people of all ages and backgrounds.
- Ability to work independently and solve problems or contact a staff person when appropriate; ability to follow directions from supervisor when emergency arises.
- Must be able to read, write, understand and speak English fluently.
- Must be physically fit and able to push/pull a wheelchair unassisted.

Shift times

- Weekday mornings from 6 a.m. to 10 a.m. or 10 a.m. to 2 p.m.

3. Unit Assistant volunteer

Position description

Unit Assistant volunteers provide customer service support to a department's patients, guests and visitors. Under the direction of the Unit Secretary, responsibilities include: providing clerical and administrative support; answering phones; refilling supplies; messenger runs; patient rounding; and assisting with transport of stable patients to ancillary departments. Departments with Unit Assistant volunteers include Telemetry, the ER and Rehab Therapy.

Qualifications

- Exceptional customer service skills; should be enthusiastic, friendly, dependable and **flexible**.
- Must be able to read, write, understand and speak English fluently.

- Ability to work independently and solve problems or contact a staff person when appropriate; ability to follow directions from supervisor when emergency arises.
- Must be physically fit; able to stand for four hours and transport supplies.
- Applicants should be pre-med students, or adults 19 (Telemetry and Rehab) or 21 (ER) years of age or older who are entering the health care field or who have had experience in a hospital environment.
- A **minimum** commitment of six months to one year is required (with one, four-hour shift per week).
- A criminal background check is required.

Shift times

- Depending upon specific department needs, shift times can include weekday mornings, afternoons and/or evenings. Weekend shifts are also occasionally available.

4. Environmental Stewardship Committee (ESC) volunteer

Position description

ESC volunteers support the hospital's "Green Team" by working on a variety of projects and special events, as well as providing general administrative assistance to the committee's members.

Qualifications

- Excellent administrative skills. Must be detail-oriented.
- Ability to work as part of a team as well as independently. Should be enthusiastic, friendly, dependable and **flexible**.
- Interest in and knowledge of environmental sustainability issues in an urban environment.
- Ability to handle several tasks at one time.
- Must be able to read, write, understand and speak English fluently.
- Must be physically fit; able to stand for four hours and transport supplies.

Shift times

- Weekday morning (9 a.m. to 1 p.m.) and/or afternoon (1 p.m. to 5 p.m.) shifts available.

5. When appropriate, the Director of Volunteer Services will work with qualified applicants to create new volunteer positions, which will utilize their unique background and skills.

Benefits of being a Rush Oak Park Hospital Volunteer include:

- Discounts in our Cafeteria and Gift Shop.
- Free parking.
- Invitation to the Annual Recognition Dinner.
- A free subscription to our quarterly newsletter.
- The opportunity to meet new people and give back to the community.
- The opportunity to learn about the health care environment and issues.
- The opportunity to get real-world experience in a clinical environment.

Thank you for your interest in volunteering at Rush Oak Park Hospital!

Please note: Volunteer service is not intended in any way to lead to paid employment. Applying to the Volunteer Program does not automatically guarantee acceptance/admission into the program.