

Volunteer Opportunities

Title	Duties
5 East (Surgical nursing unit)	Volunteers act as a receptionist for the staff; answer telephones, assemble patient charts, light clerical duties, discharge patients, pass/pick up meal trays, etc.
Ambulatory Care	Assist with office procedures, answering phones, distributing magazines and back office filing and paperwork.
Blood Donor Center	Volunteers are needed to call donors to schedule appointments from existing call sheets. Document appointments, messages and comments on the computer. Assistance is also needed with creating blood drive posters, recruitment flyers and creating sign-in sheets.
Book Cart	Volunteer will provide library services to the hospital patients and provide magazines for waiting rooms.
Cardiothoracic Unit 32	Volunteers act as a receptionist for the staff; answer telephones, assemble patient charts, light clerical duties, discharge patients, pass/pick up meal trays, etc.
Central Sterile	Assisting with taking phone orders and requests for equipment. Delivering carts to departments.
Critical Care Reception Desk	Check in visitors, distribute pagers & packets, escort visitors, monitor visitor's lounge, and relay messages to staff & visitors.
Emergency Room	Assist staff with patient escorts and transports. Serve as liaison with patients' families and run errands for staff.
Errand & Escort	Volunteers transport and discharge patients and visitors by wheelchair, provide walking escorts, deliver blood and specimens to the labs for various departments, pick up and deliver charts, deliver flowers to patient rooms. A department that exists to support Huntington, its staff and patients.
General Accounting	Basic office duties, making copies, filing, running errands, data entry.
Gift Shop	Volunteers greet and assist customers with purchases. Stock shelves, organize display case and sell merchandise. Assist with inventory and pricing of merchandise and operate cash register. Excellent interpersonal skills required.

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Huntington Collection	Work at the hospital's resale store and thrift shop. Operate cash register, sort and mark goods, and excellent customer skills required.
Information Desks	You are the first person our visitors see! Volunteers will greet and direct visitors to their destination. Must be comfortable working with the public and have excellent customer service skills. Moderate computer skills required and can be taught.
Lobby Escorts	Escorting patients or visitors from the Information Desks to their destination on the hospital campus or to patient rooms by wheelchair or walking escort. Assisting with deliveries when Errand and Escort is not open.
Music Therapy Inpatient Rehab	Play the piano in the dining room for rehab patients during lunch and/or dinner.
PACU/ Recovery	Answering phones, checking and stocking kitchen and bedside supplies, restocking supplies, keeping blanket warmer stocked, helping with babies, bringing equipment to bedside, wiping down between patients, escorting family members.
Patient Safety Rounder	To improve the safety of the patient's environment, making rounds in each patient room to identify, resolve or refer any patient safety issues.
Perinatal Health Education	Assisting the instructors and secretary with setting up for Mommy & Me Classes, Breastfeeding Support Groups, putting packets together for NICU orientation, Transporting equipment, stocking supplies and running errands
Same Day Surgery	Volunteers will assist staff with light clerical duties, answering telephones, discharge patients, taking belongings to patient rooms, getting rooms ready for new patients, restocking supplies, etc.
Senior Care Network	Assisting with projects such as billing reconciliation and research as well as data entry and light clerical duties.
Surgical Services	Assisting with picking up beds from floors, stocking supplied, running errands, answering phones, picking up blood and taking specimens to the lab.