



French Hospital Medical Center Volunteer Guild  
Application for Membership

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City/State Zip

Phone \_\_\_\_\_ Birth Date \_\_\_\_\_

Name of Member You Know (if applicable) \_\_\_\_\_

Any education or special training that is useful in volunteering? \_\_\_\_\_

Are you a college student? If so where? \_\_\_\_\_

Community Affiliations \_\_\_\_\_

Do you have any medical problems or physical limitations? \_\_\_\_\_

How is your sight? \_\_\_\_\_ Hearing? \_\_\_\_\_

Reason for joining the volunteer program \_\_\_\_\_

Do have any skills you would like to utilize as a volunteer? \_\_\_\_\_ Computer Skills? \_\_\_\_\_

Retail Sales? \_\_\_\_\_ Fundraising? \_\_\_\_\_ Decorating? \_\_\_\_\_ Customer Service? \_\_\_\_\_

Clerical? \_\_\_\_\_ Other? \_\_\_\_\_

Please list two references and phone numbers \_\_\_\_\_

To fulfill volunteer requirements you must work a minimum of 4 hours a week.

You must also pass a criminal background check and a tuberculosis skin test.

Thank you for taking the time to fill out the application.

We appreciate your interest in becoming a part of our French Hospital Medical Center family. We will be in touch.

***Please see opposite side for volunteer opportunities and shifts***

# Volunteer Job Descriptions

- ❖ Front Desk, Floor and Surgery Waiting Room:
  - Shifts for front desk, floor and surgery waiting room are 8:00 am – 12:00 noon or from 12:00 noon to 4:00pm
- ❖ Hospital Gift Shop
  - Shifts for Hospital Gift Shop are 9:00am – 1:00pm or 1:00pm to 5:00pm M-F

**Front Desk-** When working the Front Desk you are the first person that patients, visitors and even staff encounter upon entering the hospital. As the front information desk attendant your job is very important. You are responsible for escorting and directing patients to where they need to go, helping patients schedule a procedure and checking in flower and other deliveries.

You must be kind, courteous and helpful.

**Floor-** Your command center is the Volunteer Room and you are “on-call”. This means that a member of the hospital staff will call you from his/her department to ask you to help with any of the following tasks (this s not a complete list, just a few of the common tasks):

- Admit and discharge patients.
- Transport orders to the pharmacy.
- Transport lab slips.
- Deliver an occasional food tray to patients.
- Transport patients to x-ray, CAT scan, etc.
- Make copies, stuff envelopes, etc.

**Surgery Waiting Room** – As the surgery room attendant you will keep families informed of their loved one’s progress in surgery. \_

**Hospital Gift Shop-** positions available are:

Managing the Gift Shop

Sales

Buying merchandise

Inventory/Pricing Merchandise

Creating and changing displays

Bookkeeper

Which positions are you interested in? \_\_\_\_\_

What Shift and Days do you prefer to work? \_\_\_\_\_