COLUMBUS REGIONAL AUXILIARY

We will process your application and call you for an appointment to discuss your becoming a member of the Columbus Regional Auxiliary.

Volunteers must attend a two-hour orientation workshop prior to training on a place of service appointment. After orientation, new volunteers are assigned to a volunteer “Buddy” or department supervisor for specific training and completion of the department-specific checklist. Once the training and checklist are complete, you may assume your volunteer duties on the chosen shifts you will work.

Educational/training requirements:
General Orientation (2 hours) Individual service training (3-6 hours)

Adult Volunteers are REQUIRED to have a PPD Skin Test and criminal background check. The expenses of these requirements are discussed at interview. We ask that you commit to a minimum of 100 hours of volunteer service in each 12 month period.

Some services are flexible and can be arranged to fit your busy schedule. Shifts are based on a 3 or 4 hour block of time. Multiple shifts and service placements are available throughout the week. Shifts and service placements are scheduled with the Director of Volunteer Services.

VOLUNTEER AREAS OF SERVICE
Columbus Regional Auxiliary volunteers are a special blend of people who share a common purpose; helping others by giving of themselves. Volunteers can help in a number of services. Some of them are listed below. Please remember some of these services are very flexible and can be arranged to fit the busiest people’s schedules.

QUALITY OF CARING is what volunteering with the Columbus Regional Auxiliary is all about. Volunteers are part of the Columbus Regional team. In each service, volunteers ensure that guests and patients receive prompt responses, attentive attention, assurance and empathy. We are excited to welcome you as part of the Volunteer Team and work with you as you begin your volunteer journey.

KEY
Midtown Medical Center = MMC
Northside Medical Center = NMC
BOOK CART
Volunteers take magazines and books to the patients' rooms and waiting areas. All books and magazines are donated. HOURS: Flexible Shifts; all hospitals

JOHN B. AMOS CANCER CENTER- Infusion Center
Volunteer assist and comfort the patients and families and by assisting in the chemotherapy suite. (Patients currently undergoing Cancer treatments may not volunteer in the Cancer Center) HOURS: Monday – Friday; any hours between 8:00 AM - 5:00 PM; JBACC

JOHN B. AMOS CANCER CENTER INFORMATION DESK
Volunteers welcome everyone who enters, give directions, walk with new patients to the department they need to go to, and answer the phone. HOURS: Monday – Friday; 7:00 AM – 11:00 AM; 11:00 AM – 3:00 PM; 3:00 PM – 6:00 PM; JBACC

CHILDREN’S CENTER PLAY PALS
Play Pals volunteers spend time playing with and holding sick children. Volunteers also take activities to the child's bedside. When the child can go to the activity room, volunteers play with the children. Volunteers also assist the Nursing Staff. HOURS: Monday – Friday 9AM – 5PM

EMERGENCY DEPARTMENT
Volunteers serve as liaisons between families and nursing staff; act as couriers; escort patients to nursing units; minimize patient and family anxieties in emergency situations; and assist with clerical functions. Volunteers answer the phone; get medical records or food trays; take patients to C.T. and ultra sound. HOURS: Seven days a week; any hours between 9:00 AM – 11:00 PM; MMC

FAMILY ROOM DESK
Volunteers assist with families of patients in the Intensive Care Units and monitor their visits. Some families are from out-of-town and the hospital becomes their home away from home while their loved one is in the hospital. Volunteers provide someone to talk to and help make them aware of local facilities. HOURS: Seven days a week; any hours between 9:00 AM – 8:30 PM; MMC

FOOD SERVICES
Volunteers assist by delivering late trays and nourishments to the floors; conducting patient surveys; filling beverage orders; serving on the cafeteria line; cleaning the tables in the fountain food court; restocking supplies; and performing clerical duties. HOURS: Seven days a week; any hours between 9:00 AM – 6:00 PM; MMC

GUEST RELATIONS DESK
Volunteers assist by giving directions, patient condition reports, and room numbers to guests and visitors. HOURS: Seven days a week; any hours between 9:00 AM – 9:00 PM; MMC, and Spring Harbor

GIFT SHOPS
Volunteers help customers with ideas and suggestions when they need to pick out just the right item to brighten someone’s day or pick the perfect baby gift to celebrate this happy occasion. HOURS: Monday – Friday; 9 AM – 8:00 PM; Saturday – Sunday; 1:00 – 6:00 PM; NMC and MMC
HEALING NOTES  🎵🎵🎵🎵 Individual volunteers or groups are invited to perform. Volunteers share their musical talent.  **HOURS:** Flexible

LABORATORY  🥈 Volunteers assist with clerical duties and distribution of reports. They interact with the staff as well as with patients and family members.  **HOURS:** Monday – Friday; any hours between 8:00 AM – 5:00 PM

LIBRARY  📚 Volunteers assist the Librarian with maintaining books and files; send faxes to individuals asking for information; and maintain tape files. Volunteers need to be able to lift a heavy book onto an upper shelf, climb a small library stool, and have basic knowledge of filling.  **HOURS:** Monday – Friday; any hours between 8:30 AM – 4:30 PM

NEONATAL INTENSIVE CARE UNIT  🌟 Volunteers welcome parents and visitors and help visitors navigate the environment. The also teach and monitor hand hygiene to everyone who enters the unit.  **HOURS:** Seven days a week; any hours between 9:00 AM – 8:00 PM

NURSING UNITS AT NORTHSIDE MEDICAL CENTER  🌟 Volunteers assist by answering the phone and patient call lights and by providing the patient’s non-clinical needs.  **HOURS:** 8:00 AM – 4:00 PM

PLAY PAWS  🐶 “Delta Society Certified” pet handlers and their dogs visit the Children’s Center and Nursing Homes. These volunteers and dogs provide increased socialization, enhance the patient’s activity level, and provide opportunities for laughter and play.  **HOURS:** Visits are scheduled through PAWS Columbus, Inc.

OFFICE ASSISTANT  📑 Volunteers assist in the Volunteer Services office by answering the phone, typing, filing, working with the computer, and performing other clerical duties.  **HOURS:** Monday – Friday; any hours between 9:00 AM – 4:00 PM

PASTORAL CARE  🗣️ Volunteers work hand-in-hand with the hospital pastor. Volunteers contact newly admitted patients and pre-surgery patients, visit for a few minutes and identify any pastoral needs the patient may have.  **HOURS:** Seven days a week; any hours between 9:00 AM – 5:00 PM

PATIENT REGISTRATION  📑 Volunteers admit and transport patients. Volunteers deliver transfer papers and escort new patients to their rooms or department.  **HOURS:** Monday – Friday; any hours between 9:00 AM – 5:00 PM; MMC

S:VS:RECRUIT:ADULT VOLUNTEER SERVICES

Updated: May 19, 2016
**SHOP CART**  Volunteers circulate among the rooms offering patients and families the opportunity to purchase items such as, toiletry items, toys, magazines, “sweets and treats” plants, etc.  
**HOURS:** Monday – Friday; any hours between 9:00 AM – 8:00 PM

**STITCHES**  Crafty volunteers who are good with their hands or can sew, crochet, or knit are needed to make “heart pillows” for the Breast Cancer patients, Christmas stockings and fun print pillow cases for the Children’s Center, caps and booties for High Risk Nursery babies, or your own special talent. Some supplies are available in the Auxiliary workroom.  **HOURS:** Flexible

**SURGERY**  Volunteers escort patients throughout the surgery department, assist in the family waiting room, act as liaisons for the families, keep the patients’ logbook, and perform other clerical duties. This service includes Surgery, Outpatient Surgery, Recovery Room and Endoscopy.  
**HOURS:** Monday – Friday; any hours between 9:00 AM – 5:00 PM; MMC and NMC

**WOMEN HELPING WOMEN**  Volunteers serve as liaisons between families and nursing staff, act as couriers, escort patients and family members, assist with clerical functions. Volunteers do a myriad of duties, such as, answer the phone; get medical records, food trays, and anything that frees the nurses and doctors to be able to help patients needing immediate attention.  
**HOURS:** Monday – Friday, any hours between 9:00 Am – 5:00 PM

**SPECIAL EVENTS**  These events are for when volunteers cannot volunteer on a regular basis. Volunteers are encouraged to sign up for these events. Some of these events are Blood Drives, Books Are Fun, Jewelry Sale, Sweets & Treats, and decorating for Christmas, Children’s Miracle Network Telethon, Tree of Light, and Senior Focus Programs. It’s fun and a great way to meet other volunteers. Check the bulletin board for these events and sign up.

**UNIFORM SHOP**  Everyone loves scrubs and most medical personnel MUST wear them. The Uniform Shop is stocked full of everything the staff needs and could ever want. Volunteers are there to assist staff as they select what they need. There’s seldom a dull moment as duties can vary from waiting on a customer to restocking merchandise.  
**HOURS:**  Monday – Friday; any hours between 10:00 Am – 5:00 PM

**SPECIAL TALENTS**  If you have a special talent you would like to share please let the Auxiliary Office know. Your talent may be just what we are looking for.