

# Junior Volunteer Program

## Information Packet for Summer 2021

**Program Dates: June 14 – July 23**

**Orientation classes:**

**Thursday, June 10 – afternoon class**

**Friday, June 11 – morning class**

January, 2021

Dear Prospective Junior Volunteer and Parent/Legal Guardian,

Thank you for your interest in the Piedmont Newton Hospital Junior Volunteer Program. It is a volunteer program for rising 10th, 11th & 12th grade students from Newton County schools as well and the children and grandchildren of Piedmont Newton employees and volunteers. The program runs for 6 weeks. There is an interview process and the chosen students will attend orientation on either the afternoon of June 10 or the morning of June 11. Students will volunteer one 4-hour shift weekly from the week of **June 14 and the goes through the week of July 23, 2021.**

To participate in this program, student must be available to volunteer a minimum of 20 hours during this time. This is achieved by working one, four-hour shift per week. *We ask you to consider carefully whether this time commitment will fit in with family vacations, sports commitments, part/full-time work schedules and any other summer obligations you may have. Your willingness and ability to make a commitment to a volunteer assignment is crucial because the department in which you will be volunteering will be depending on you to be present and engaged.* If you cannot make the time commitment, please don't take a spot that should belong to another student who can complete the program.

The next page is a quick overview of the packet with dates, times and requirements that will hopefully be helpful to you as you assist your teen in completing the application process for the Junior Volunteer Program.

# Piedmont Newton 2021 - Junior Volunteer Program

## *The What, When, How and Why Information Sheet*

**WHAT:** A volunteer program for rising 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> graders who are students in Newton County Schools, Public or Private, and those who are children/grandchildren of Piedmont Newton employees/volunteers.

**WHEN:** Volunteer assignments are for 6 weeks. The program, including orientation classes, begins on **June 10 and the last volunteer day is July 23, 2021.** (If accepted into the program the commitment is for one, 4-hour shift per calendar week. It will be the same day/time and department for the duration of the program.)

Student must be available within the time constraints of the program and agree to volunteer a minimum of 20 hours and attend one of the scheduled orientation classes before volunteering begins.

**HOW DO I GET STARTED?** The application can be found on our website: [Piedmont.org/newton](http://Piedmont.org/newton) *On the left side of the page under RESOURCES, tap on Volunteer Information and slide down towards the middle of the page where you will see the Junior Volunteer Application unlined with orange. Tap on it to open the document link.* You can also get the application from your school counselor.

**Note to Student:** Please fill out the application and print neatly. Ask a parent or guardian for information where needed and ask them to review your forms for correctness. When calling or emailing our office we ask that this be done by you, the student, not your parents. Part of this program is learning how to make contacts and how to conduct yourself in an interview and in business situations. We want to help you grow in these skills therefore helping you prepare for job and college interviews. We know it's new to most of you and we're here to help! Don't have someone else do this for you.

**APPLICATION** – To be considered for the program the [completed application must be turned in no later than Friday, March 5, 2021 @ 4:30pm. Everyone has the same amount of time and the same opportunity. There are no exceptions to this rule, please don't ask.](#)

**INTERVIEWS – STUDENTS** – Please call the Volunteer Office to schedule your interview. 678.212.7422. We want the student to make this appointment. It's fine if there is coaching happening, this is a learning experience and part of the program is learning to make contacts and appointments, leave phone messages, etc.

Interviews will be scheduled every 15 minutes during the times below. All applicants, new and returning, must interview. Because you are a minor, a parent/legal guardian will need to come with you. They can sit in the waiting area but they must be present before you can be interviewed.

INTERVIEW DATES / TIMES AVAILABLE	
Tuesday, March 9 <sup>th</sup>	First Appointment: 3:00 p.m. / Last Appointment: 4:15 p.m. (Interviews last no more than 15 minutes)
Thursday, March 11 <sup>th</sup>	
Monday, March 15 <sup>th</sup>	First appointment: 3:00 p.m. / Last appointment: 5:15 p.m. (Interviews last no more than 15 minutes)
Thursday, March 18 <sup>th</sup>	

*Interviews will be held in the Administration Offices located on the 3<sup>rd</sup> floor of Piedmont Newton Hospital.  
A parent or guardian is required to attend the interview.*

**PROGRAM ACCEPTANCE** – You will receive email notification upon acceptance into the program. **Be sure the email address on your application is legible and is one you check often.** Due to the limited number of available positions, final placement is determined by lottery when needed. The interview process does not guarantee acceptance. All those who submit a complete application on time will have the opportunity to schedule and attend an interview.

**AFTER ACCEPTANCE TO THE PROGRAM:**

Upon acceptance to the program you will be required to supply a current (TB) Tuberculosis screening and a copy of your immunization records. These documents are required of all volunteers and employees.

**TB Test(s):** If accepted, you are required to obtain two (2) TB (Tuberculosis) tests or one (1) QuantiFERON-TB Gold (QFT) blood test. You can do this at your physician’s office or the Health Department. Documentation forms will need to be turned in to Volunteer Services before attending orientation.

**Immunization Record** can be obtained from your Dr. or Health Department, wherever your immunizations have been given. If there are immunizations missing from your records Occupational Health will contact you.

**Orientation** classes will be offered the following days/times:  
If accepted into the program, you will need to register by email or phone for one orientation class. Attending orientation is a requirement to participate in the program.

Thursday, June 10	1:00pm – 4:00pm
Friday, June 11	9:00am to 12:00pm

**Uniform** shirts and name badges will be distributed at orientation. A **\$20 uniform shirt fee** will be collected at that time. If you are a returning volunteer and your shirt fits and is in good condition you will not need to make a purchase.

**WHY APPLY TO THE PROGRAM?**

While a service to Piedmont Newton Hospital, the Junior Volunteer Program provides an opportunity for students to gain exposure to a hospital environment while contributing to their community. While volunteering with us, you may see your future-self in the healthcare field or you may learn that this is not your calling. We sometimes want everyone to love the idea of a healthcare career, but either way, it is good to have new experiences. To learn and find what you are passionate about and start making plans concerning your career path. In short, this is a growth experience.

If you have questions or concerns please contact me using the information below. If you leave a message also leave your first name, last name and your phone number remembering to speak clearly and have your voice mail box set up on your phone. Students – please make any needed contacts. You don’t gain experience by having mom or dad to do this for you. We know for many of you this is new, it’s okay – we’re here to help you. I look forward to hearing from you and I’m here to help so please call if you need information.

Thank you,

Lisa Brooks  
Auxiliary Services Specialist  
678.212.7422  
[Alecia.Brooks@piedmont.org](mailto:Alecia.Brooks@piedmont.org)  
5126 Hospital Drive, Covington GA 30014

**2021 JUNIOR VOLUNTEER PROGRAM**  
**Junior Volunteer Dress Code**

<b>1.</b>	Black polo shirt with the hospital logo (purchased/picked up at orientation). Shirt must be tucked into pants, belt worn if there are belt loops.
<b>2.</b>	Khaki pants - with belt if they have belt loops. NO leggings, cropped, capris, shorts, cargo or baggy pants. No denim of any color.
<b>3.</b>	<b>Nails must be natural. If painted, not chipped and polish must be a conservative color.</b>
<b>4.</b>	Piedmont Newton Hospital ID badge must be worn at all times when at the hospital volunteering. It is worn clipped on polo collar with the picture and name visible. Do not wear it on your pants or waist.
<b>5.</b>	Clean, comfortable, close-toed shoes (no open-toe shoes or flip-flops).
<b>6.</b>	Conservative jewelry.
<b>7.</b>	No perfume.
<b>8.</b>	Uniform must be neat and clean. Not wrinkled or soiled.
<b>9.</b>	Cell phone must be kept in pocket (on vibrate) and not visible or on belt holster.
<b>10.</b>	Act and dress professionally, following the Piedmont Healthcare's Code of Conduct, Policies & Procedures as well as the Dress Code.

## 2021 JUNIOR VOLUNTEER PROGRAM Zero Tolerance Policy

*The following discipline issues will result in immediate termination from the Piedmont Newton Hospital Youth Volunteer Program:*

- Theft of hospital, patient, employee, volunteer, or guest property.
- Willful damage of hospital property.
- Fighting or attempting bodily injury to any person on hospital property.
- Public display of affection (PDA) of any type.
- Immoral or lewd conduct. This includes language.
- Use of cell phone to text, check social media, or make non-emergency phone calls while on duty.
- Refusal to perform assigned task - insubordination.
- Walking off the assigned service without permission or leaving assigned area for extended period of time.
- Sleeping while on duty.
- Harassment of any form.
- Coercing or harassing patients, employees, volunteers or guests.
- Malicious practical joking/horseplay.
- Reviewing, accessing or revealing confidential information.
- Deliberate verbal or physical abuse of a patient, guest, volunteer or employee.
- Willful violation of safety regulations.
- Possession of firearm or weapon on hospital property.
- Consumption or possession of alcohol or drugs on hospital property.
- Falsification of time and attendance records.
- Smoking or vaping on hospital campus. We are a smoke/vape free campus.
- Inappropriate verbal, written or physical conduct of a sexual or threatening nature.

*All highlighted offenses will be reported to PNtH Public Safety.*

*Public Safety Command will determine if there is a need to report to local Police Authorities.*