

WARREN GENERAL HOSPITAL
VOLUNTEER SERVICES DEPARTMENT
JUNIOR VOLUNTEER

NAME _____ DATE _____

ADDRESS _____ PHONE _____

SCHOOL _____ GRADE _____

Please complete the front and back of this form and return it to the Volunteer Office.
Those responding soonest will get priority scheduling. Send the form to:

Warren General Hospital
Volunteer Services
2 Crescent Park West
P.O. Box 68
Warren, PA 16365

If you have any questions, call Debbie Gray, Director of Volunteer Services, at 723-4973 extension 1835.

List all areas where you have previously worked or trained: _____

_____.

Please check: I prefer to work

_____ once a week
_____ once every other week
_____ more than once a week; How often? _____ times

FOR OFFICE USE ONLY - DO NOT MARK IN THIS AREA

Date Received _____ Assignment _____

Day _____

Time _____

Please indicate your choice of job by marking 1, 2 and 3. Place an "X" on the lines of the days and times when you will be available to work.

Inpatient Visitors Desk

Direct visitors, answer phone, deliver flowers,, mail, gifts and daily paper.

	8:30-11	11-1	1-4	4-6
Sun.	_____	_____	_____	_____
Mon.	_____	_____	_____	_____
Tues	_____	_____	_____	_____
Wed.	_____	_____	_____	_____
Thur.	_____	_____	_____	_____
Fri.	_____	_____	_____	_____
Sat.	_____	_____	_____	_____

Outpatient Reception Desk

Answer phone, escort patients, deliver daily paper. No regular assignment – fill in for vacations and time off.

	8:30-11	11-1	1-4	4-7
Sun.	_____	_____	_____	_____
Mon.	_____	_____	_____	_____
Tues.	_____	_____	_____	_____
Wed.	_____	_____	_____	_____
Thur.	_____	_____	_____	_____
Fri.	_____	_____	_____	_____
Sat.	_____	_____	_____	_____

Gift Shop Cashier

MUST BE 15 YEARS OLD

8-noon noon-4

Mon.	_____	_____
Tues.	_____	_____
Wed.	_____	_____
Thur.	_____	_____
Fri.	_____	_____

Imaging

Transport patients by wheelchair or stretcher to the Imaging Department.

8:30-11

Sat.	_____
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SPECIAL NOTES:

- All shifts may not be available.
- If there is a day or time that you ABSOLUTELY CANNOT WORK, please list that here. Special requests will be considered but will not necessarily be granted.
- If you NEED TO BE TRAINED for the duty you have requested, (you have not worked there previously,) please list that here, too.
