Volunteer Services Office Hours: Monday – Friday 7:30am – 8:00pm  Phone: 352.265.0360

Volunteer Services

Volunteering Opportunities

The Summer Volunteen program is available to high school students ages 14 – 17 who have completed the 9th grade. The program offers an opportunity for students to explore the diverse nature of healthcare, gain self-confidence, and provide volunteer service to the community. Each session is three weeks long; Volunteens will be assigned to either a Monday/Wednesday or Tuesday/Thursday group. Shifts are from 9:00am-12:00pm and 1:00pm-4:00pm with an hour lunch break from 12:00pm-1:00pm. Volunteens must provide their own lunch and transportation.

Volunteens Applicants

Volunteens Applicants must complete the following:

Part I – Application
All interested applicants must complete and submit Part I by 8pm on February 12, 2019.

- Step one: Complete the Volunteen application (online).
- Step two: Complete the Volunteen interest form (online).

Part II – Interview
Interview invitations will be sent by email on Friday, March 1st by 3pm. Interviews will be held between March 18-29th. You will need to complete the remaining steps & bring all of the forms and documents below to your interview.

- Step three: Sign up for an interview using our VIC scheduler.
- Step four: Obtain 2 copies of immunization records verifying the following – Tdap, Measles/Mumps/Rubella & Varicella (Chicken Pox).
- Step five: Obtain Occupational Health Clearance. See page 2 for more information.
- Step six: Complete the required online trainings.
- Step seven: Complete the Security & Confidentiality form.
- Step eight: Read the Code of Conduct and the Volunteen Handbook.
- Step nine: Submit the Acknowledgement form.

Part III – Acceptance
Volunteen acceptance and denial emails will be sent out by 5pm on Friday, March 30, 2018.

- Step ten: Confirm or decline your acceptance no later than 5pm on Friday, April 13, 2018.
Immunization/Vaccination Requirements

Obtain a copy of your records verifying the following:

1. Measles/Mumps/Rubella – Documentation of two (2) measles/mumps/rubella vaccinations OR serological (laboratory testing) proof of immunity to measles and rubella (German measles).
2. Varicella (Chicken Pox) – verification of having Chicken Pox can be noted through medical documentation of the disease OR documentation of two (2) varicella vaccinations.
3. tDap – Documentation of the tDap vaccinations.

UF Health Shands Hospital Occupational Health Clearance

VolunTEENS selected to interview:

1. The TB Surveillance Form and Volunteer Service Record must be picked up from the Volunteer Services office (room G153). Both forms plus a copy of immunization records are required for Occupational Health Services staff. (A second copy of immunization records will be submitted at your interview.)
2. Parents/guardians can obtain Occupational Health clearance without the presence of the applicant, but applicants cannot obtain clearance without the presence of a parent/guardian.
3. Occupational Health Services is located on the 1st Floor of UF Health Shands Hospital (room 1004). Office hours are Monday – Friday from 7:30am – 3:30pm, with extended hours until 4pm from March 12-16, 2018.

VolunTEEN Assignments *Subject to change due to availability.*

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Distribution Center</td>
<td>Assist technicians with stocking, supplies, running errands, distributing materials to various units. Must be comfortable working independently and able to follow specific instructions. Available Mon/Wed and Tues/Thurs sessions.</td>
</tr>
<tr>
<td>Central Pharmacy</td>
<td>Assist pharmacy techs with labeling, organizing, and running errands. Available Mon/Wed session only.</td>
</tr>
<tr>
<td>Core Lab</td>
<td>This area is the main lab for the hospital and receives all types of specimens. Assist with labeling, organizing, and running errands. Available Mon/Wed and Tues/Thurs sessions.</td>
</tr>
<tr>
<td>Eye Center</td>
<td>Assist with various functions related to a busy outpatient clinic. Must be able to file and follow specific tasks. Can help in kiddie area, interacting with children (games, coloring) and keep play area clean. Available Mon/Wed and Tues/Thurs sessions.</td>
</tr>
<tr>
<td>Gift Stop</td>
<td>Assist with restocking and organizing store inventory, maintaining store cleanliness, making deliveries to patient rooms, and other tasks as requested by the Gift Stop staff. Available Mon/Wed session only.</td>
</tr>
<tr>
<td>Medical Specialties Clinic</td>
<td>Assist with patient room assignments for appointments; provide clerical assisting to staff in medical records and front desk. Assist with various functions related to running a busy outpatient clinic; must be able to file alphabetically and follow specific tasks. Available Mon/Wed and Tues/Thurs sessions.</td>
</tr>
<tr>
<td>Psychology Clinic</td>
<td>Assist with various functions related to a busy outpatient clinic. Must be able to file alphabetically and follow specific tasks. Available Mon/Wed and Tues/Thurs sessions.</td>
</tr>
<tr>
<td>Nursing Floors</td>
<td>Assist clinical and clerical staff at nursing station. Answer phones, call lights, visit with patients, and provide assistance as requested. Available Mon/Wed and Tues/Thurs sessions.</td>
</tr>
<tr>
<td>Radiology</td>
<td>Assist staff and radiology technicians with clerical duties; clean rooms, help with transportation, observe procedures. Available Mon/Wed and Tues/Thurs sessions.</td>
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