



**EXPERIENCE**

Have you ever been employed by St. Luke's? Yes:  No:  What Department: \_\_\_\_\_

Are You Required To Volunteer? Yes  No  Requirement Details: \_\_\_\_\_

Activities you participate in: \_\_\_\_\_

Groups or organizations you are involved with: \_\_\_\_\_

**Experience, skills, talents you would like to share:**

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**Why have you decided to apply to volunteer?**

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What do you hope to achieve by volunteering?

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**Prior Experience:**

**(1) Volunteer**

**Position:** \_\_\_\_\_ **Duties:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Duties:** \_\_\_\_\_

**(2) Employment or Other**

**Position: Patient Care Area Volunteer Duties:** \_\_\_\_\_

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**Position:** \_\_\_\_\_ **Duties:** \_\_\_\_\_

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**Availability: please circle any/all available time slot(s)**

(you will likely be assigned to volunteer one morning or one afternoon per week)

Mornings: Monday  Tuesday  Wednesday  Thursday  Friday

Afternoons: Monday  Tuesday  Wednesday  Thursday  Friday

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# St. Luke's Volunteer Areas

Please check the areas listed in which you are most interested (several positions may be available in areas listed)

**Providing Services to Patients/Visitors**

**Examples:**

**Day Surgery Waiting Area-** document patient arrival, assemble patient charts, escort patients and visitors, answer phones, respond to patient and visitor questions

**Information Desk-** greet and direct patients and visitors to locations as requested

**ICU Waiting Area** – provide information and assistance to family members and friends of patients.

**Breast Center** – greet and provide information to patients and staff as patients arrive, make appointment reminder phone calls to patients

**Assisting Staff**

**Examples:**

**Medical Clinics, Clerical/Copy Center/Storeroom** - coping, folding, stuffing envelopes, labeling, sorting, filing, deliveries, scanning, chart review, data entry

**Pharmacy** – sort and label prescription medication and assist staff as needed

**Pathology Lab** – file slides and assist staff as needed.

**Messenger** – sort, deliver and pick up hospital and clinic mail on campus

**Special Projects** - complete projects as requested by St. Luke's departments with a group or individually

**Marketplace Floor Clerk and Cashier**

**Example:**

**Marketplace Floor Clerk & Cashier-** assist customers with purchases, restock shelves and keep merchandize areas and “take and go” food and drink areas clean and orderly, price merchandise as directed, wrap and bag merchandise, ring up sales including cash, check, payroll deduction and credit card.

**Additional volunteer opportunities may be available.**

**REFERENCES-DO NOT LIST RELATIVES**

1. \_\_\_\_\_  
Name \_\_\_\_\_ E-mail/Phone \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

2. \_\_\_\_\_  
Name \_\_\_\_\_ E-mail/Phone \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I agree to abide by St. Luke's policies and procedures, ensuring the high quality of service volunteers provide as part of the St. Luke's healthcare team. I further authorize my references listed permission to furnish St. Luke's Volunteer Office with facts and opinions regarding my ability to be an effective volunteer and contribute to St. Luke's Mission, The Patient Above All Else. I verify the information on this application is true.

Signature \_\_\_\_\_ Date \_\_\_\_\_