



## Junior Volunteer Programs at Capital Health

**Way Finder** - Provide directions to patients and guests and escort them to their desired location. Volunteers greet and direct outpatients throughout the hospital to testing sites, doctor appointments and surgical sites. We support the Front desk, ED Desk at both locations and the Surgical Centre and Medical Office Building at Hopewell.

**Information Desk Volunteer** – Main Lobby Information Desk Volunteer assists visitors and patients with navigating to various locations and getting checked in. They receive flowers and gifts for patients and calls and assist with all front desk duties.

**Nurse Unit Volunteer** - Report to charge nurses and provide support to staff and patients through answering call bells, talking to patients and families, show patients how to use TV, order meals through the Dine program, spend time talking to the patients that need the friendly visit and verify items are close to patient (call button, tray table, etc.).

**Art Program** - If visiting patients in their rooms is not your thing you can help with various art projects in our volunteer office like preparing activity kits for the Art Cart and designing new projects and fun leave behinds for the patients' rooms. **Open to** – Adults & Juniors.

**Gift Shop** – Volunteers assist with stocking, organizing and customer service interactions with patients, visitors and staff who are shopping in the Gift Shop. This is great if you are looking at experience in the retail business. **Open to** – Adults & Juniors.

**Musicians** – Perform for patients, staff and visitors either on our in-house piano or your own instrument (violin or guitar).

**Office Assistant** – You can help handle organizational and clerical support tasks. This may include organizing files, helping with data entry and data analysis, helping with stuffing discharge packets and more.

**Materials Management** – Assists as needed through the Materials Management Department and hospital. Maintains patient/client confidentiality, sorts and assembles materials, labels appropriately, labels items appropriately.

**Mailroom Support** – Volunteer assists with sorting mail from Post Office, RMC and Offsite facilities as it comes in. Once sorted, deliver mail throughout hospital, pick-up all outgoing mail and interoffice mail from offices throughout the hospital. Separate and prepare outgoing mail for postage.

**Hospitality Carts** - Volunteers assist our inpatients and families waiting in the surgical waiting areas by providing diversional activities, comfort items and tea to enhance the overall hospital experience. We support both locations and the Surgical Centre. Volunteers help to run the following 4 carts throughout the hospital - **Art Cart; Tea/Coffee Cart; Auxiliary Mobile Library Program; Comfort Cart.**