



# Application Letter for Student Volunteer (High School Students)

## Dear Prospective Student Volunteer:

Thank you for your interest in the Student Volunteer program at Methodist Hospital. Our volunteers perform a very useful service to our community while learning about working in a health care environment.

Student Volunteers serve in many areas of the hospital. They work in their assigned area for a 2-3 hour shift once week. We expect a serious commitment from our volunteers, much as one is expected to be committed to a job. We provide training to the volunteers, schedule their work, keep track of hours worked, and write letters of achievement after a minimum of 100 hours are served. If this sounds like the kind of volunteer service you are interested in, we encourage you to complete the enclosed application carefully. Incomplete applications will be disqualified. The application must be completed by the applicant, not a parent.

Please return the application **in person**, on the date given on the website ([www.methodisthospital.org](http://www.methodisthospital.org)). You will **not** be given an interview at this time. **No preference will be given** to those who turn in their applications first. **All complete applications** received will have the same chance of acceptance. Once we receive your completed application, it will be evaluated. Those applicants selected will be invited to the Volunteer Office for an interview process at an appointed date and time. Potential volunteers identified through the first interview will be notified of an opportunity to attend a second interview where a small group activity is designed to help us know you better. The second interview will determine where you will be assigned. Successful applicants and their parents will be invited to attend an orientation meeting. Following the orientation meeting, several training sessions are held. Applicants are not placed in the program immediately; we may have a waiting list. Therefore, we encourage you to complete carefully and return your application on the designated date as you first decide that you would like to volunteer here.

Sincerely,

Leticia Brizuela-Rodriguez  
(A.K.A. Mrs. Briz)  
Student Volunteer Coordinator  
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## **STUDENT IN-SERVICE AREAS**

### **ADMITTING:**

Student Volunteers help register admissions, take patients to their rooms, deliver paperwork, answer questions of visitors, escort visitors to places they wish to find, and assist admissions staff with tasks.

### **CENTRAL SERVICES:**

Here, volunteers distribute equipment and supplies throughout the hospital.

### **DIETARY: (Not Currently Available)**

Volunteers spend their time assisting in the Cafeteria and Catering Events.

### **HOSPITALITY VOLUNTEERS: (Not Currently Available)**

Hospitality volunteers will offer beverages, magazines and friendly conversation to patients and visitors on our nursing units. A warm personality and a desire to help people are essential.

### **INFORMATION DESK:**

Volunteers greet visitors to the hospital and assist them with directions, visitor passes, and escorting people to their destination.

### **MAGAZINE DISTRIBUTION: (Not Currently Available)**

Volunteers distribute donated magazines and books to lobbies, waiting rooms and various other areas in the hospital, for our visitors' and patients' reading pleasure.

### **MEAL MATES PROGRAM:**

This program is an exclusive program for volunteers who wish to have more hands on experience with patients. You will be responsible in assisting patients in eating. This program is unique in scheduling (once every week) and requires special Training.

### **MUSIC THERAPY:**

Talented individuals who play the piano, guitar, cello, or violin play for our guests in the Main Lobby and possibly for patients in different areas of the hospital.

### **NURSERY SCHOOL: (Not Currently Available)**

The nursery school on the hospital grounds cares for the children of hospital employees. They are open Monday through Friday only. Volunteers are given jobs to do by the Nursery School Director and /or staff.

### **NURSING FLOORS:**

Juniors will be assigned to a specific unit such as 3 Tower, 4 Tower, 5 Tower. Volunteers check the patients' room as trained, answer call lights, stock supplies, make charts, run errands, discharge patients, provide comfort visits to patients and help the staff as requested. This area involves direct patient contact.

### **SURGERY WAITING ROOM HOSPITALITY: (Not Currently Available)**

Volunteers provide customer service for guests in the waiting room area while there loved one are in Surgery. Responsible for following up on patients status. Provides hot beverages for guests.

### **WOUND CARE:**

Volunteers assist staff with office work and run errands.