

Northern Michigan Hospital Auxiliary Volunteer Service Positions

**For more information contact: Susan Stout, Volunteer Manager 231.487.4111
Winter 2002**

Location/Program	Service Description	Hours	Days and Times
NMH Auxiliary Board Meetings NMH Dr. Dining Room	All NMH Auxiliary members are welcome to attend the monthly board meetings	1½ hrs 9:30-11 a.m.	Second Thursday of the Month, except summer months
NMH Blood Drive Gamble Auditorium	Need assistance with Recruitment of Donors, Coordination, Patient Aide, Canteen	3½ hrs 7:45-11 a.m. 10:45-2 p.m.	March 21 June 20 September 19 December 19
Annual Children's Health Fair/Petoskey Middle School	Registration, canteen, finger printing, booth assistance, whatever!	2-6 hrs	April 2002
Come & See First Grade Hospital Tours	Need assistance with coordination and tour guides 700 First Graders coming!!	1½ hrs/tour 9:30-11 a.m. 12:30-2 p.m.	April 30, May 1, 2, 3 2002
Annual Volunteer Recognition and Election of Officers Luncheon—Mahogany's	Committee members for awards, decorations, invitations, greeters, Clean up	2-4 hrs + Luncheon 11-2 p.m.	April 22, 2002
Ambulatory Surgery-Post Op Level I	Patient assist after surgery	4 hrs +	Monday – Friday mornings
Guide Service	Greet patient and family members. Escort to appointment area. Great Exercise	4 hrs +	Monday-Friday
Information Desk in the Main lobby	Greet the public, direct visitors to their loved ones and doctors.	4 hrs +	7:30 a.m. to noon Noon to 4 p.m. 4 p.m. to 8 p.m. weekdays Some Sat., Sun. 12-4
Endoscopy Diagnostic Lab	Patient and staff assistant – provide comfort measures for patient, extra pair of hands for the staff.	4 hrs + 8–12 noon	Monday Tuesday Wednesday Thursday
Emergency Dept.	Patient and staff assistant – be that extra pair of hands in times of need.	11-3 pm 3-7 pm 7-11 pm	Sunday through Saturday 7 days a week you pick the shift
Community Health Education Center	Help with mailings, projects	4 hrs +	As opportunities develop
Gift Shop	Sales, stocking, customer service	4 hrs. + 8:30–12:30 12:30-4:30	M- F, Sat – Sun
Hospitality House	Receptionist, host or hostess, need light computer skills	4 hrs +	Monday-Friday
Pre-Admitting	Clerical assist – filing, copying, preparing paperwork for patients	4 hrs +	
Surgical Waiting Room	Receptionist, patient and family assistance	5 hrs a.m /p.m.	Monday–Friday a.m. and p.m. shifts
Radiation Therapy	Greet and assist patients, assist Health Unit Coordinator	4 hrs + 9 – 1 p.m.	Monday-Friday
Volunteer Office	Special Projects-variety every day you work, assembling projects, mailings, delivering mail	4 hrs	Need subs and someone willing to come in for projects.
Knitters – at home	Knit newborn caps and blankets		As your schedule allows

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