



How you want to be treated.

ST. PAUL'S HOSPITAL VOLUNTEER POSITIONS

Volunteer Requirements:

1. Weekly 2-3 hour commitment for a minimum of four, six or twelve months from the start of your volunteer placement. **If you cannot make a shift you will be expected to make that shift up.**
2. Volunteers must be 18 years of age or older. Senior high school students may be eligible to volunteer in our Hospital Gift Shop.
3. Volunteers must complete a free of charge criminal record check which will be provided after you have been selected as a volunteer.
4. Volunteers are expected to get a yearly flu shot or can choose to wear a mask.
5. Volunteers are eligible for a reference after 75 hours of volunteer service.

Selection Process:

1. Please visit our website www.providencehealthcare.org/volunteers for frequently asked questions, contact details and volunteer application.
2. Complete and submit a Volunteer Application form to the Volunteer Resources office of your first site choice. Application link is on the website.
3. All applicants will receive confirmation of their application.
4. Selections are based on availability, length of commitment, experience and suitability.
5. If selected, you will be contacted for an interview. Unfortunately, not all applications can be interviewed. If you have not been contacted within 6-8 weeks we encourage you to re-apply.

Volunteer Position	Program Area	Position Description	Shift Times
● No Commitment Required ▲ 4 Month Commitment ◆ 6 Month Commitment ■ 1 Year Commitment ♥ Internal Applicant Preferred 😊 Volunteer Buddy Program			
● Clothing Depot Volunteer	Clothing Depot	Sort, organize, and launder clothing donations and maintain the clothing depot. Provide clean and comfortable clothing and personal items to SPH patients & visitors in need. Volunteer groups welcome. Quick placement.	Weekdays Only: Flexible Shift Times
▲ Gift Shop Volunteer 😊	Hospital Gift Shop	Along with your volunteer partner, assist customers, staff, patients and visitors in the hospital gift shop. Help raise funds for the hospital by providing excellent customer service. Duties include stocking shelves, operating a computer cash register and POS machine, deliveries.	Weekdays 7:50am-10am, 9:45am-1pm, 12:45pm-4pm, 3:30pm-6:00pm, 5:45pm-8pm Weekends: 11:45am-2pm, 1:45pm-4:15pm
▲ Hospital Navigator	Front Entry & Various Hospital Locations	Welcome patients and visitors to the hospital and provide information, directions, infection control support and escort assistance to other areas of the hospital.	Weekdays Only: 8am-10am, 10am-12pm, 12pm-2pm, 2pm-4pm
▲ Pharmacy Dept. Tube Retrieval Volunteer	Pharmacy & Various Hospital Locations	Collect empty pneumatic pharmacy tubes from various locations throughout the hospital and return the tubes to the pharmacy.	Weekdays/Weekends: 2pm-3pm, 3pm-4pm
▲ Coffee Cart Volunteer 😊	Renal Unit (6A/B/C/D)	Along with your volunteer partner, provide patient and family comfort by offering refreshments, support and companionship to patients on the renal unit.	Weekdays: 9am-11:30am, 1pm-3:30pm, 6-8pm Weekends: 9am-11:30am, 1pm-3:30pm
▲ Coffee Cart Volunteer 😊	Cardiac Unit (5A/B/C/D)	Along with your volunteer partner, provide patient and family comfort by offering refreshments, support and companionship to patients on the cardiac unit.	Weekdays/Weekends: 1pm-4pm
▲ Resource Centre Volunteer	Healthy Heart Resource Centre (5B)	Provide information from the Healthy Heart Resource Centre to patients and families on the Cardiac Unit. Assist visitors and patients with audio/visual equipment and computer stations.	Weekdays/Weekends: 9am-11am, 11am-1pm, 1pm-3pm, 3pm-5pm, 5pm-7pm
▲ Library Cart Volunteer	Various Patient Care Areas (Inpatient Units)	Sort and organize book and magazine donations and maintain the patient library. Provide a free library service to patients and waiting areas throughout the hospital.	Weekdays/Weekends: Flexible Shift Times

Volunteer Position	Program Area	Position Description	Shift Times
◆ Emergency Dept. Volunteer	Emergency Department	Welcome patients and visitors to the Emergency department and support the Waiting Room. Complement the work of staff. Requirements: Experience with vulnerable communities. Minimum age requirement: 21 years.	Weekdays/Weekends: 9am-12pm, 11am-2pm, 12pm-3pm, 2pm-5pm, 3pm-6pm, 5pm-8pm, 6pm-9pm
◆ Patient Visiting Volunteer	Flying Squad Surgery (10A/B) Mental Health(9A/8C) Ortho (9C/D)	Working with other patient visiting volunteers, provide support and companionship to patients and families in all areas of the hospital. Improve patient nutrition through menu familiarization and food preference forms. Respond to pages, run errands and escort patients around hospital. Minimum age requirement: 19 years.	Weekdays/Weekends: 10am-1pm, 1pm-4pm, 4pm-7pm
◆ Patient Visiting Volunteer	Medicine Unit (7A/B/C/D/8A)	Working with other patient visiting volunteers, provide support and companionship to patients and families on the Medicine Unit. Improve patient nutrition through menu familiarization and food preference forms. Respond to pages, run errands and escort patients around hospital. Minimum age requirement: 19 years.	Weekdays/Weekends: 10am-1pm, 1pm-4pm, 4pm-7pm
◆ Patient Visiting Volunteer	Cardiac Unit (5A/B) & Renal Unit (6B)	Working with other patient visiting volunteers, provide support and companionship to patients and families on the Cardiac and Renal Units. Improve patient nutrition through menu familiarization and food preference forms. Respond to pages, run errands and escort patients around hospital. Minimum age requirement: 19 years.	Weekdays/Weekends: 10am-1pm, 1pm-4pm, 4pm-7pm
◆ Patient Visiting Volunteer ♥	Urban Health Unit (10C)	Working with other patient visiting volunteers, provide support and companionship to patients and families on the Cardiac Unit. Improve patient nutrition through menu familiarization and food preference forms. Respond to pages, run errands and escort patients around hospital. Requirements: Experience with vulnerable communities.	Weekdays Only: 10am-1pm, 1pm-4pm, 4pm-7pm
◆ Pet Therapy Volunteer	Various Inpatient Care Areas	Visit patients with your pet and provide socialization and interaction. Requirements: Pet Therapy course completion through Pets & Friends www.petsandfriends.org or St. John Ambulance www.sja.ca	Weekdays/Weekends: Flexible Shift Times
◆ Group Activity Volunteer ♥	Various Inpatient Care Areas	Engage a group of patients in a leisure or recreational activity for one hour. Examples might include crafts, games, music, and self-care activities. Requirements: Experience with vulnerable communities.	TBD with Department
◆ Special Treasures 😊♥	Maternity Department	Along with your volunteer partner, provide memorable souvenirs of birth; footprint impressions & baby bracelets. Assemble maternity take home packages.	Weekdays/Weekends: 10am-12pm
◆ Research Volunteer ♥	Various Departments	Complement the work of research staff and clinics. Data entry, trials, patient follow-up. Requirements: Experience with EXCEL, WORD, and PowerPoint.	Weekdays Only: TBD with Department
■ Patient Visiting Volunteer ♥	Palliative Care Unit (10D) or Hospice	Provide support and companionship to patients and families in palliative care, and to enrich the existing professional care received by patients and families. Requirements: Palliative Care Training or Equivalent Experience. Minimum age requirement: 21 years.	Weekdays/Weekends: 2 hour shift Mornings, Afternoons, Evenings
■ Patient Visiting Volunteer ♥	Intensive Care Unit (ICU)	Provide support and companionship to patients and families in intensive care unit care, and to enrich the existing professional care received by patients and families. Requirements: Palliative Care Training or Equivalent Experience. Minimum age requirement: 21 years.	Weekdays/Weekends: 2 hour shift Mornings, Afternoons, Evenings

NOTE: Volunteers are not recruited for areas such as staff/doctor shadowing, clerical support, food services, laundry, housekeeping, or direct care positions.