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To be a CHI St. Alexis Volunteer, one must...

- X Complete a volunteer application, providing the names of two references
- X Commit to a minimum of 50 hours of service during a six month period, usually volunteer once a week
 - Shift hours vary depending on department volunteering in. Usually they are between 2 to 4 hours shifts
- X Provide vaccinations/immunizations record
- X Mandatory flu immunization (submit to/provide proof of current year flu shot)
- X Participate in volunteer orientation (approximately 1 1/2hours)

Admissions Escort – Accompany visitors and patients to their destinations within the medical center. Must be friendly, energetic, with a good sense of direction, able to push a wheelchair, and able to be on the move for long periods of time. Escorts needed in Patient Access (Admitting Department).

When: Volunteers needed weekdays for three or four hour shifts, as early as 6 a.m.

Gift Shop Attendants - Staff the medical center gift shop, assisting customers and ringing up purchases. Must be friendly, pleasant, courteous, able to make change accurately, physically able to restock and dust shelves, comfortable with using a cash register or willing to learn.

When: Volunteers needed from 5-7 p.m. M thru Th or 12-3 p.m. Sat & Sun.

Waiting Room Host – Keep the families informed and comfortable as they wait to see their loved ones. Must be compassionate, calm in stressful situations, and a good listener.

When: Volunteers needed in the Birthplace Waiting room weekdays for three or four hour shifts, from 10:30 a.m. to 7:30 p.m.

Alex the Cat – Make their day with a hug or wave from Alex, St. Alexis' mascot. Alex visits patients – young and old, as well as attends community events. Volunteers must be willing to wear a costume which includes a large head (one size truly fits all), like to be a little zany, and enjoy bringing smiles to people's faces.

When: Special Events

Alex the Cat Buddy – Help Alex make friends. Walk with Alex, introduce Alex, and assist Alex. Must be very friendly and comfortable with crowds.

When: Special Events

Organist or Pianist – Share your musical talent by playing classical music or hymns on the medical center's electric organ. Must be an advanced musician and self-directed.

When: Any weekday between 9 a.m. and 6 p.m. 30-60 minute sessions ok.

Pediatric Host- Answering phones. Letting family and friends of patients in when they ring the doorbell, helping sanitizing the toys. Must be friendly and outgoing. The hours would be from 10:00 a.m. to 12:00 P.m.

Mailings/Special projects – Helping departments with special projects such as putting together folders or putting labels on envelopes. This also includes a wide variety as helping behind the scenes with special events.

Information Desk Host – Saturdays from 9:00 a.m. to 12:00 p.m. Help by giving directions. Telephone etiquette. Distribution of Newspaper. Must be friendly, pleasant, and courteous.
One to two hour shifts

Environmental Services – *Perform* a combination of light cleaning duties to maintain public areas. Duties include wiping down of tables, chairs and straightening of magazines. Must be able to bend, stand and lift light objects.

Kidney Dialysis Center – Make supply packets for the nursing staff. Restock supplies. Visiting patients in our Kidney Dialysis Center must be friendly and a good listener.

Surgical Waiting room greeter – Must be compassion and a good listener. Must be at ease in offering a prayer with the family/friend of the patient. Monday through Friday starting at 8:00

Food and Nutrition- Perform a combination of duties in the cafeteria. Clean table and chairs, fill salt and pepper, napkins holders, cups. Must be able to bend, stand and lift light objects.

The positions listed above are based upon current needs. New and different positions might be available at a later time. To volunteer, please call Tanya with Volunteer Services at 701-530-7159 or email volunteerservices@primecare.org or visit <http://www.st.alexius.org/volunteer>.