

Due to the large volume of Junior Volunteer applicants it is important that we know you are committed to providing service during the entire summer. *We request six weeks of service (on your assigned day).* We understand that many families take vacations during the time of year, and do our best to accommodate schedule coverage for those times. However, it's important that we know these conflicts before you begin your commitment with LeConte Medical Center.

Please list any known vacation dates between 6/03/2021 – 8/13/2021 (i.e. camps, mission trips, sports practices):

Date unavailable: _____

Date unavailable: _____

Date unavailable: _____

Your preferred volunteer time at LeConte Medical Center:

I would like to work (please only check one): ½ day a week 1 day a week 2 days a week
**We will try to accommodate the frequency you would like to work, but must allow all junior volunteers to work throughout the summer. In 2019, each junior volunteer was assigned only one day. Volunteers who want additional days were able pick from any unassigned days and shifts during orientation.*

Preferred day of the week to volunteer:

- Please **rank** your choice of assigned day in order of your preference, **with 1 being your first choice, and 5 being your last choice.**
- If you are unavailable on any certain days **do not** rank them.
- Underneath the day, please indicate your ideal shift on that day. (Typically we schedule volunteers for at least four hours a shift, eight hours maximum a shift.

Monday Tuesday Wednesday Thursday Friday

Preferred Shift: 7 a.m. – 11 a.m. 8 a.m. – Noon 8 a.m. – 4 p.m. Noon – 4 p.m.
 Other, please indicate: _____

Mandatory Junior Volunteer Orientation

Junior volunteers (new and returning) are required to attend ***one of the mandatory orientation sessions.*** During this session you will receive all pertinent education to your work at LeConte Medical Center, and receive your ID badge. Lunch will be provided.

Please check which session is your first preference to attend (you must attend one):

Wednesday, June 2, 8:30 a.m. – 2 p.m., Hospital Classrooms: this group will begin volunteering the week of June 17.

Monday, June 8, 11:30 a.m. – 3:45 p.m., Hospital Classrooms: this group would begin volunteering the week of June 14.

All forms are due by April 2, 2021. No exceptions.

Junior Volunteer Placement

We try to place all junior volunteers in a location where they desire to work. However, we have to consider the wishes of all junior volunteers assigned during the summer months. *Note: some departments may not be available to junior volunteers due to age restrictions in accordance to HIPAA laws.*

Please rank the following (1 being your 1st choice, and so on) in the order of your preference. If you are not interested in an area at all do not mark it.

Ambulatory Surgery Unit (ASU): This position is in our Day Surgery Unit. Volunteers assist our staff with preparing rooms for patients, preparing patient packets, cleaning rooms after patients leave. Position works closely with clinical staff. *Limited afternoon availability. Shifts usually start at 7 a.m., and conclude by 2 p.m.*

Birth Unit: This position will assist with answering phones, working at the front desk letting family members into the unit, making packets for patients and setting up rooms.

Nursing Home: There are many opportunities in the Nursing Home including assisting residents, helping coordinate and participate in crafts and games, reading to residents, etc.

Gift Shop: This position assists adult volunteers with stocking the gift shop and helping customers with sales. *Limited availability.*

Materials Management: This position helps staff stock supplies and delivers supplies throughout the hospital. Volunteer must be able to lift at least 25 lbs. *Limited availability.*

Medical Surgical Unit (largest patient unit): *This position* assists with rounding on patients, answers call lights, fills patient's water pitchers, restocks supplies and provides directional assistance to guests and families. Other duties as assigned. Position works closely with clinical staff.

Pharmacy: This position will assist techs on runs to departments, answering phones and clerical work. *Limited availability. Must be over age of 16.*

Physical Therapy: This position will assist staff with cleaning rooms and equipment and answering phones. Shifts are 8 – Noon and 1 – 5 p.m.

Registration: This position involves clerical work including sitting at the Registration Desk and helping patients register for outpatient procedures.

Surgery Lounge Desk: This position assists families of patients in surgery. *Limited afternoon availability. Shifts usually start at 7 a.m. and conclude by 2 p.m.*

Other _____

Immunization Record – please return with application
To be completed by applicant’s parents.

All forms are due by **April 10, 2020**. No exceptions. If your doctor’s office is sending the files directly to us, they must be received by the deadline above for the application to be complete.

Name of Volunteer applicant: _____

Parent’s Name providing immunization records: _____

Parents, please attach the most recent copy of your Child’s Immunization Record, like you provide annually to their school.

<attach multiple sheets if needed for complete Immunization record>

(To be completed by Teen) – Please return with application

To LeConte Medical Center:

If I am selected as a Junior Volunteer I shall do my best to provide service to the highest quality and fulfill my duties as a volunteer. I will abide by all policies of the medical center.

I will report at my assigned time.

I will wear assigned uniform, and follow the facility dress code.

If I am unable to work at my assigned time, I will notify the Volunteer Services office and/or my Supervisor at the Medical Center as far in advance as possible.

Signature: _____ Date: _____



(To be completed by parents)

To LeConte Medical Center:

My daughter/son _____ has my/our permission to serve as a Junior Volunteer at LeConte Medical Center.

I/we will have the attached health certificate completed by our physician.

I/we agree to share in the responsibility of my child's volunteer commitment.

Parent (s) Signature: _____ Date: _____

Parent (s) Signature: _____ Date: _____

All forms are due by April 10, 2020. No exceptions.



Counselor/Teacher Reference Form for LeConte Medical Center

Applicant should provide this form to the teacher or counselor

All forms are due by April 10, 2020. *No exceptions.*

Teacher/Counselor Name: _____

Name of School/Position at School: _____

Volunteer applicant's name: _____

I have recently applied to become a Junior Volunteer at LeConte Medical Center. I have given your name as a personal reference. I would appreciate you taking the time to answer the following questions and returning this form to the hospital.

LeConte Medical Center will treat the information given with the strictest confidence. If you have any questions regarding the information requested, please contact Mary in the Volunteer Office at 446.8406.

1. We welcome students and are concerned that their school work (if volunteering during school year) does not suffer as a result of volunteering. Do you think that the school work of this student would suffer if he/she volunteers on weekends or weekdays during the school year? Please comment:

2. Do you recommend the applicant as a dependable person and qualified for the responsibility for a junior volunteer position in the Medical Center? Please comment:

3. Do you have any concerns about this applicant's placement as a junior volunteer? _____

4. How long have you known the applicant? _____

Additional comments: _____

Thank you for taking the time to fill out the recommendation.

Please return this form to:

Volunteer Services Office

LeConte Medical Center, 742 Middle Creek Road, Sevierville, TN 37862

You can also e-mail the form to mbundren@covhlth.com.

All forms are due by April 10, 2020. No exceptions.