

OCONOMOWOC MEMORIAL HOSPITAL

VOLUNTEER SERVICE DESCRIPTIONS

The following descriptions are to acquaint you with the many services performed by our hospital volunteers. Further information is available by calling Volunteer Services at 262-569-0293.

ADMITTING AMBASSADOR: Assist Admitting, In-patient and Outpatient areas transporting patients, greeting and escorting patients, visitors and vendors to appointed areas. Distribution of patient mail, delivery of flowers and plants to patient rooms. Assist the department with various clerical duties, as needed.

Hours: Monday-Friday, 7:00 a.m. - 10:30 a.m., 8:30 a.m. - 12:30 p.m., or 12:30 – 4:30 p.m.

GIFT BOX BOUTIQUE: The Gift Box is a fundraising gift shop and owned by Oconomowoc Memorial Auxiliary. It is staffed primarily by volunteers. Volunteers offer exceptional customer service by assisting patrons, keeping the Boutique looking neat and orderly, replenishing stock as needed, and selling, selling, selling. Proceeds from The Gift Box are donated to hospital departments to buy special equipment, support special programs and other worthwhile causes.

Volunteer hours:

Monday- Friday, 8:30 a.m. – 12:30 p.m., 12:30p.m.- 4:30 p.m., 4:30p.m. - 6:30 p.m., 6:30 p.m. -8:00 p.m.

Saturday's, 9:00 a.m. – 1:00 p.m., 1:00 p.m.- 4:00 p.m.

Sunday, 9:00 a.m.- 1:00 p.m., 1:00 p.m. - 4:00 p.m.

KNITTING: Work at home to knit baby caps, prayer shawls, and other projects (as needed) for ProHealth Oconomowoc Memorial Hospital patients and families. Instructions and yarn provided.

PATIENT AND FAMILY LOUNGE: Assist and inform families of patients' care status in the Patient and Family Lounge. Facilitate communication between families and Surgical department staff. Monitor refreshments and supplies.

Monday-Friday, 7:30 a.m. - 12 noon or 12 noon - 3:30 p.m.

PROJECT LINUS FLEECE BLANKETS: Assemble these soft and cuddly blankets for our pediatric patients who come to our day surgery department for care. Moderate Sewing skills are required. The materials and instructions are provided.

RECEPTION DESK AMBASSADOR - VISITORS ENTRANCE: A variety of duties at the desk include greeting visitors and directing them to patients' rooms, answering the telephone, managing the Telecare program, tracking deliveries of flowers and plants from outside greenhouses.

Hours: Monday-Friday, 9 a.m. - 12:30 p.m., 12:30p.m.- 4 p.m.

SEWING AND MENDING: A background in home sewing is helpful to volunteer for this service. This group constructs items such as eyeglass cases, baby buntings, and special projects, such as our Cancer Bear program. Occasional meeting dates.

Please note: All volunteers are required to have a Background check, TB testing and Flu vaccine.

OCONOMOWOC MEMORIAL AUXILIARY

The Mission of the Auxiliary is to promote and support ProHealth Oconomowoc Memorial Hospital by recruiting members to provide volunteer service, community outreach and fund raising for hospital equipment, Health related programs, medical scholarships and community outreach.

Please consider joining the fund-raising efforts of the Oconomowoc Memorial Auxiliary. Membership is \$10.00 per year for active volunteers and \$20.00 per year for those who wish to support the Auxiliary, but are unable to actively volunteer.

Fundraising Opportunities include:

- *Love Light Tree*
- *Vendor Sale Opportunities*
- *Travel Experience Planning*
- *Style Show/Raffle*

We would love to have you join us. The more help the better!