



FLINT

# McLaren Auxiliary Volunteer Services

Questions? Call the Volunteer Coordinator at (810) 342 2115

Please **print** your name: \_\_\_\_\_

and phone number we may contact you at: \_\_\_\_\_

## Check your interests:

- ANNIE'S**  
Location: Dining Room #1  
Time: 11:30 am to 3:00 pm first Tuesday of the month  
Description: Make arts and craft items. A bazaar is held the first Friday in May and first Thursday and Friday in November.
- BLOOD BANK**  
Location: Auditorium of the McLaren Flint  
Time: Dates are set by the Red Cross several times/year.  
Description: Help register donors.
- CARDIAC AND THORACIC SURGERY**  
Location: 3N  
Time: As needed.  
Description: Walk patients to departments listed on request.
- CARDIAC REHAB**  
Time: As needed.  
Time: Monday and Friday 9:00 am to 1:00 pm.  
Description: Filing, copying, putting packets together.
- COMFORT SEWERS**  
Location: Dining Room #1  
Time: Hours 9:00 am to 12:00 am every Friday.  
Description: Make pillows, walker caddies, chemo hat, adult bibs, animals, bibs burp pads (for newborns), as well as red flannel blankets for the December babies. Much of the sewing is done at home. Workers are credited for hours they work at home.
- EMERGENCY DEPARTMENT (ER)**  
Location: Tower 2  
Time: Three (3) shifts available: 7:00 am to 11:00 am, 11:00 am to 3:00 pm, and 3:00 pm to 7:00 pm  
Description: Volunteers are stationed in the waiting room and work throughout the department, helping to facilitate patient flow through the system and increase patient satisfaction.
- ENDOSCOPY**  
Location: 3 Central  
Time: 9:00 am to 1:00 pm Monday and Thursday.  
Description: Putting packets together.
- ESCORT**  
Location: Patient Registration Center (1 Central)  
Time: Monday through Friday, two (2) shifts available: 7:00 am to 11:00 am or 8:00 am to 12:00 pm  
Description: Escort patients to the different departments for tests and/or surgeries. Must have a good sense of direction and be able to walk most of the shift.
- FLOATER**  
Location: Auxiliary office  
Hours: Flexible  
Description: Assist President, V.P., DOV and other services as needed.
- FOOD AND NUTRITION**  
Location: Cafeteria (Kitchen & Dining Room) on the ground floor.  
Time: 10:00 am to 2:00 pm Monday through Friday.  
Description: Assisting with filling condiments, wiping off tabletops, breaking down trays as needed, etc.
- GIFT SHOP (Special Things Gift Shop)**  
Location: Lobby  
Hours: Monday through Friday, two (2) shifts available: 10:00 am to 2:00 pm and 2:00 pm to 6:00 pm; Saturday, one (1) shift available - 1:00 pm to 5:00 pm  
Description: Wait on customers, operate cash register and debit/credit machine, complete payroll deduction forms and replace stock as needed. Must be able to stand for long periods of time.
- GIFT SHOP MOBILE GIFT CART**  
Location: Special Things Gift Shop  
Time: Monday through Friday, 10:00 am until finished  
Description: Two volunteers take the cart stocked with merchandise from the Gift Shop to patients' rooms.
- GREETER**  
Location: Lobby  
Time: 7:00 am to 11:00 am, 11:00 am to 3:00 pm, and 3:00 pm to 7:00 pm.  
Description: The primary task is that of a friendly greeter, representing the Medical Center. Responsibilities include: welcoming patients/visitors upon arrival, providing basic assistance in directing and escorting individuals to their destination within the Medical Center. Must be able to do considerable walking.
- HEART & VASCULAR**  
Location: 2nd Floor North  
Time: Monday through Friday, Two (2) shifts available: 8:00 am to 12:00 pm and 12:00 pm to 4:00 pm  
Description: Work in the waiting room and at the desk in the department. Assist with registration of patients, visit and comfort patients/families and assist the staff and echo lab as needed.
- HOSPITALITY HOUSE AT McLAREN**  
Location: G-3170 Beecher Road, Flint MI 48532  
Time: 9 am to 1 pm; 1 pm to 5 pm  
Description: Greet guests, answer phones, assist guests and visitors, light housekeeping, etc.

- INFORMATION DESK**  
 Location: Front desk in Lobby  
 Time: Monday through Friday, Two (2) shifts available:  
 9:00 am to 1:30 pm and 1:30 pm to 5:30 pm  
 Description: Greet and give visitors directions to all departments. Answer phones.
- KARMANOS CANCER INSTITUTE AT McLAREN FLINT**  
 Location: 4100 Beecher Road  
 Time: Monday through Friday. Hours are flexible.  
 Morning or afternoon shifts.  
 Description: Aid the staff, supply pillows and blankets to patients; also visit with patients and visitors attempting to make them as comfortable as possible.
- McLAREN FAMILY BIRTHPLACE**  
 Location: 7 South  
 Time: 10:00 am to 2:00 pm Monday through Friday.  
 Description: Talking with patients, stocking, sending congratulation cards.
- McLAREN PROTON THERAPY CENTER**  
 Time: 7:00 am to 11:00 am or 12:00 pm to 4:00 pm  
 Aid staff as needed. Light clerical work. Transport patients from one area to another.
- MEDICAL EDUCATION**  
 Location: 7N  
 Time: As needed  
 Description: Clerical duties, pickup/dropoff mail.
- MEDICAL LIBRARY**  
 Location: 3 North  
 Time: Monday through Friday, 9:00 am to 1:30 pm  
 Description: Look up and copy information for doctors, replace books, filing, mailing, and assisting staff as needed.
- MEDICAL STAFF SERVICES**  
 Location: 1N  
 Time: 4 hours weekly.  
 Description: Clerical, filing, scanning, mailings.
- PATIENT RELATIONS**  
 Time: Monday through Friday, 1:00 pm until finished  
 Description: The purpose of this service is to provide social/emotional support to patients and families while enhancing the satisfaction of the patients and family members. Works with the Chaplain/Administrative Liaison and Medical Center Nurse Managers.
- POSIE LADIES**  
 Location:  
 Time: As needed.  
 Description: Make flower arrangements that are sold in the Special Things Gift Shop. Luncheons, Hospitality House, etc.
- PRE ADMISSION TESTING**  
 Location: Patient Service Center – 1 Central.  
 Time 9:00 am to 1:00 pm Monday, Tuesday or Thursday.  
 Description: Creating surgical packets, photocopying, filing, stuffing envelopes and miscellaneous duties.
- PROGRESSIVE CARE UNIT (PCU)**  
 Location: 6 Central.  
 Time: 10:00 am to 2:00 pm and 5:00 pm to 9:00 pm  
 Description: Take courtesy cart containing snacks to patients. Read and talk with patients.
- QUALITY MANAGEMENT/INFECTION CONTROL**  
 Location: 1st Floor Central  
 Time: Wednesday or Thursday (every other week),  
 9:00 am to 1:00 pm or 1:00 pm to 5:00 pm  
 Description: Light filing, mailing, copying, laminating, and small office duties as needed.
- RADIOLOGY**  
 Location: 2nd Floor North  
 Time: Monday through Friday, 9:00 am to 1:30 pm  
 Description: Greet, inform and communicate with patients in the waiting room, calm upset patients and see to their needs and comfort.
- SPECIAL ASSIGNMENTS**  
 Location: As requested in various locations  
 Description: Assist with special mailings, work with the staff as requested for special activities within the community that are sponsored by McLaren Flint. Complete Employee Payroll Deduction Forms as needed.
- SURGICAL LOUNGE**  
 Location: 3rd Floor Central  
 Time: Monday through Friday, Two (2) shifts available:  
 8:00 am to 12:00 pm and 12:00 pm to 4:00 pm  
 Description: Assist Nurse Liaison with patient and families. Active participation encouraged.