Children's National Health System
Summer High School Volunteer Program
Summer 2014 Program Details

Thank you for your interest in exploring high school student volunteer opportunities at Children's National Health System.

Program Objective

To offer high school students the opportunity to donate their time and talents to Children's National Health System while they gain valuable work experience within the hospital setting.

Eligibility Requirement

High school students who are between the ages of 15 and 18 are eligible to be considered for program participation. Applicants must reach age 15 by June 23, 2014 in order to meet eligibility requirements.

Program Size

A total of 40-45 students will be invited to participate in our High School Volunteer Program. Since interested applicants usually outnumber available placements, the program may not be able to accommodate every student.

Program Date

The High School Summer Program runs for eight weeks from June until August.

Time Commitment

Each high school student will be expected to fulfill a minimum of 75 volunteer hours during the course of the program. The minimum commitment per week for each student is fifteen hours (3 shifts per week). As noted above, volunteer placements are available Monday through Friday, from 10:00am to 3:00pm. Students will adhere to a pre-determined work schedule which matches their availability with the needs of the hospital.

Transportation

Volunteers MUST have access to reliable transportation. The hospital is happy to provide free parking to high school volunteers, however, spaces are limited so public transportation is encouraged. There are free shuttles that run from Brookland Metro Station, Union Station and Columbia Heights Metro Station to the hospital.

Volunteer Placements

Students who participate in our high school program can contribute their time, energy, and abilities in a variety of ways. Here are some examples:

- Provide arts and crafts or play activities in the hospital waiting areas and the Atrium.

- Plan and implement a special event or performance for patients.

- Provide front line customer service support by acting as hospital greeters, assisting staff at the Welcome Desk, and answering phones in the Volunteer Services office.

- Assist staff with accepting, sorting and distributing donations to Dr. Bear®'s Closet.

- Assist Emergency Department and Child Health Center in office duties, triage and assisting families upon discharge.

- Assist non-clinical departments with administrative duties.

Placements are made based on the student's availability, department needs, and the criteria established by Volunteer Services.

APPLICATION PROCESS

Application and Orientation

Each student will submit an online application to the Volunteer Services Department and attend a **mandatory** one-hour orientation session at the hospital. The orientation session will provide an overview of the High School Volunteer Program, highlighting the volunteer options available to students as well as the expectations and requirements of our program. **Parents and/or guardians of students are welcome to accompany students to the orientation session.**

Orientations will be conducted on:

- **Tuesday, May 13, 2014 from 6:30 pm until 7:30 pm (interviews until 9:00 pm)**
- **Thursday, May 15, 2014 from 6:30 pm until 7:30 pm (interviews until 9:00 pm)**
- **Saturday, May 17, 2014 from 11:00 am until 12:00 pm (interviews until 1:30 pm)**

Selection Process

As noted above, a total of 40-45 students will be invited to participate in the High School Volunteer Program. Immediately following the orientation session, interested students will attend a **personal interview** (approximately 30 minutes) with a member of the Volunteer Services team. The selection of high school program participants will be based on the following factors:

- Willingness and desire to make a volunteer commitment
- Previous volunteer and community service experience
- Personal maturity level
- Educational background and career interests

Final Acceptance

Students who are invited to join the High School Volunteer Program **must** fulfill the following requirements in order to be added to our final roster of participants:

1. Submit a completed online volunteer application.

2. Attend one of the orientation sessions and a personal interview.

3. Submit a completed hospital-approved volunteer medical form to our Occupational Health department at least one week before the training date.

4. Submit a completed criminal background check form immediately after their interview. Volunteer Services must receive a satisfactory background check from our independent agency in order for an application to be eligible for volunteer service.

5. <u>Must</u> present to Volunteer Services staff during your interview written, valid, official government documentation that you are legally present in the United States for the duration of the time that you will be volunteering at Children's National (i.e. VISA, Passport, Social Security Card)

   Please present to Volunteer Services during your interview a government-issued photo ID (i.e. driver's license or state-issued ID card).

   To satisfy the above requirement, volunteers in high school may submit a state-issued ID card, a school photo ID, or a legal guardian or parent may present state-issued photo ID on the volunteer's behalf.

6. Attend a mandatory five and a half hour training session on **Monday, June 23, 2014 from 10 am to 3:30 pm**. This session is designed to introduce students to the hospital environment and prepare them for their volunteer assignments. Please note: Volunteers must be accepted into the program in order to attend training.

Applicant Notification

Once the round of personal interviews has been completed, students selected to join the program will be notified by email of their offer to participate in the program. Students who cannot be accommodated in this year's program will also receive notification by email.

Questions about our Summer High School Volunteer Program may be directed to the Volunteer Services Department at (202) 476-2062.