



## Hospital Opportunities for Youth St. Luke's Boise/Meridian

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Thank you for your interest in St. Luke's! Our Junior Volunteer Program is for youth aged 14-18 at St. Luke's Boise and Meridian Medical Centers. Enclosed is information to help you decide if the program best suits your goals, needs, and time availability.

### **Requirements of Membership for the Junior Volunteer Program:**

- **Must** be at least **14 years old** at time of application.
- **Must** have a **minimum 2.5** grade point average.
- **Must** show verification of **two MMR shots** since birth.
- **Must** be neat and well-groomed.
- **Must** be trustworthy, dependable, honest, courteous, pleasant, and punctual.
- **Must** adopt a professional attitude and behavior.

### **To apply for membership, please complete the following forms and return to the Junior Volunteer coordinator:**

1. Your completed **Application Form**, signed by parent or guardian.
2. The **School Report Form** completed by a counselor and mailed directly to the Volunteer Office. The properly signed and witnessed **Waiver Form** should be signed and **given to your counselor with the School Report Form.**
3. **Recommendations** from each of the **two adult non-family member** references you listed on the Application Form. It is courteous to give your references stamped envelopes addressed to the Volunteer Office for their convenience in mailing their recommendations as quickly as possible.
4. **Proof of two MMR** (Measles, Mumps, Rubella) shots since childhood, is required to complete your application. If you have not had **two** MMR shots since childhood, please do so. Please mail us a copy of your immunization record or documentation from your doctor's office.

A personal interview will be scheduled ***after*** all of your papers have been received and ***when space is available in our program.*** We usually have a waiting list. You will not be placed on the waiting list until all of your application forms have been received, including the proof of MMR immunization.

Our Volunteer Coordinator, Micaela de Loyola, can be reached at 381-2988 and will be happy to answer your questions.

Please send application forms to:

Volunteer Office  
Youth Programs  
St. Luke's Boise Medical Center  
190 East Bannock Street  
Boise, ID 83712

## ***St. Luke's Junior Volunteer Program***

The Junior Volunteer Program consists of 100 student volunteers, young men and women, age 14-18, who give their time to help St. Luke's provide the highest care for its patients. Junior Volunteers assist patients, visitors, and staff in a variety of ways, often bringing a smile and adding that *extra touch* to everything they do.

### **General Information**

- Orientation is required for each new group of volunteers, usually a group of ten or more students.
- This orientation covers safety, hospital history, and hospital policies, and includes a tour of the hospital.
- Members train with experienced volunteers before working alone or with other new members.
- Membership dues are \$20, and include a Junior Volunteer polo shirt. These dues must be paid at the orientation.
- Junior Volunteers work a minimum of eight hours per month during the school year and a minimum of 12 hours per month during June, July, and August. Meetings will be held for all Junior Volunteers on a monthly basis or as needed. Attendance is mandatory for all Junior Volunteer meetings.

### **Services performed by Junior Volunteers**

- **Dismissal:** Juniors assist in wheelchair dismissal of most patients.  
Monday-Friday, 5-7 p.m.; Saturday, 9 a.m.-1 p.m., 10 a.m.-2 p.m., 1-5 p.m., (Extended shifts in summer)
- **Flower Delivery:** Juniors deliver flowers, mail, and cards to patients.  
Monday-Friday 5-7 p.m.; Saturday, 9 a.m.-1 p.m., 1-5 p.m. (Extended shifts in summer)
- **Patient Visitation:** Juniors visit patients and provide games, magazines, and companionship to patients.  
Saturday, 10 a.m.-noon, 2-4 p.m.; Sunday, variable hours
- **Gift Shop:** Juniors assist in the Auxiliary Gift Shop. Junior Volunteers who have shown responsibility and dependability in other services first and who have volunteered a minimum of 50 hours work this service.  
Monday-Friday, 5-8:00 p.m.; Saturday, 9 a.m.-1 p.m., 1-5 p.m. (Extended shifts in summer)
- **Office:** Juniors do a variety of activities to assist the daily operations of the Volunteer Office, including answering phones, typing, and other special projects.  
Monday-Friday, 5-7 p.m.; Saturday, 9 a.m.-1 p.m., 1-5 p.m. (Extended shifts in summer)
- **Pediatrics:** Experienced Juniors with more than 50 hours provide assistance by playing with patients and siblings on our Pediatrics (Children's) Unit. Pediatrics volunteers also assist staff in other ways, as needed. Requires a minimum of 50 hours of service and a demonstrated ability to be completely reliable and responsible.  
Monday-Friday, 5-7 p.m.; Saturday, 10 a.m.-noon, 2-4 p.m. (Extended shifts in summer)
- **Reception Desk:** Experienced Juniors with more than 20 hours greet visitors, help give directions, and use a computer to give patient information. This volunteer is a greeter in the lobby and must have good people skills.  
Monday-Friday, 5-7 p.m.; Saturday, 9 a.m.-1 p.m., 1-5 p.m. (Extended shifts in summer)

RECOMMENDATION FOR MEMBERSHIP  
St. Luke's Boise/Meridian  
Confidential

(Name) \_\_\_\_\_ has applied for membership in the Junior Volunteer Program at St. Luke's. To help us know the applicant better, please complete the following form. Your evaluation will remain confidential.

Signature of person giving recommendation \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

How do you know applicant? \_\_\_\_\_ How long? \_\_\_\_\_

**Please rate the applicant in each of these areas. Remember that this student will be working in a hospital environment.**

5-Superior    4-Above Average    3-Average    2-Needs improvement    1-Poor

Is friendly and personable \_\_\_\_\_

Shows caring and compassion for others \_\_\_\_\_

Is honest and trustworthy \_\_\_\_\_

Is able to work well with others – shows teamwork \_\_\_\_\_

Is eager to help others \_\_\_\_\_

Shows respect for rules and professional environment \_\_\_\_\_

Shows respect for people \_\_\_\_\_

Demonstrates time management – follows through  
on commitments \_\_\_\_\_

Is responsible \_\_\_\_\_

Is able to solve problems \_\_\_\_\_

Carries out instructions \_\_\_\_\_

Is able to work without supervision \_\_\_\_\_

Is compatible with peers \_\_\_\_\_

Is compatible with adults \_\_\_\_\_

Is confident \_\_\_\_\_

Please Comment

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Is compatible with adults \_\_\_\_\_

Is confident \_\_\_\_\_

Please Comment

SCHOOL REPORT FORM  
ST. LUKE'S BOISE/MERIDIAN  
Confidential

(Name) \_\_\_\_\_ has applied for membership in St. Luke's Junior Volunteer Program. To help us know the applicant better, please complete the following form. Your evaluation will remain confidential.

Applicant's G.P.A. \_\_\_\_\_ Days Missed \_\_\_\_\_ Times Tardy \_\_\_\_\_

Above is for the time period from \_\_\_\_\_ to \_\_\_\_\_

**Please rate the applicant in each of these areas. Remember that this student will be working in a hospital environment.**

5-Superior    4-Above Average    3-Average    2-Needs improvement    1-Poor

Is friendly and personable \_\_\_\_\_

Shows caring and compassion for others \_\_\_\_\_

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Carries out instructions \_\_\_\_\_

Is able to work without supervision \_\_\_\_\_

Is compatible with peers \_\_\_\_\_

Is compatible with adults \_\_\_\_\_

Is confident \_\_\_\_\_

Please Comment

Signature of Counselor \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

Thank you for your cooperation!  
Return this form to: Volunteer Office, Youth Programs, St. Luke's, 190 East Bannock Street, Boise, ID 83712

RELEASE AUTHORIZATION  
ST. LUKE'S BOISE/MERIDIAN

I hereby authorize the release of information pertaining to grades and attendance of:

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To:  
Coordinator of Junior Volunteers  
St. Luke's Boise Medical Center  
190 East Bannock Street  
Boise, Idaho 83712  
(208) 381-2265

\_\_\_\_\_  
(Student's Signature) (Date)

\_\_\_\_\_  
(Witness) (Date)

\_\_\_\_\_  
(Parent's Signature) (Date)

*Note: Please give this form to your counselor with the SCHOOL REPORT FORM. Your counselor should keep this form for your school's record. Information sought by St. Luke's will be grade point average, attendance record, and character recommendation.*



Parent Name(s) (Please Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date:  
\_\_\_\_\_

**Please return all forms to: St. Luke's Volunteer Office, Attn: Youth Programs, 190 East Bannock Street, Boise, ID 83712**