



## Teen Volunteer Services Position Description

**Title:** Pediatric Playroom Volunteer

**Position Reports to:** Child Life Specialist

**Location:** Sparrow Hospital – Pediatrics – 5<sup>th</sup> floor

**Age of Population Served:** 3 days through early 20's

**General Purpose:** To provide a welcoming, fun and safe atmosphere in the Pediatric Playroom. The ideal volunteer for the pediatric playroom will work well with children and can take direction from the Child Life Specialists.

### **Essential Duties:**

*This description is intended to cover the minimum essential duties assigned on a regular basis. Volunteers may be asked to perform additional duties by their department.*

- Check in with Child Life Specialist for daily instructions and assignments.
- Play with patients in the playroom or teen lounge. While typically 5-7 patients are in a play session, a volunteer is usually responsible for 1-3 patients.
- Many times, volunteers are asked to make a room visit to a child unable to come to the playroom.
- Help Child Life Specialist with special group or planned activities. Also aid in supporting the families of the patients in the Pediatrics unit (i.e., talk with them, give them a break, offer a beverage, etc.)
- Help Child Life keep the playroom cleaned.
- Wash painted windows and toys.

### **Required Responsibilities of the Volunteer:**

- Demonstrate knowledge and maintains respect for patients right to privacy by following the HIPAA Privacy and Security policies and procedures.
- Adheres to ICARE values and standards of behavior (Innovation, Compassion, Accountability, Respect, Excellence).
- Role model behaviors that value diversity of our patients, volunteers, associates, and customers and supports creating an environment that is inclusive, welcoming and respectful.
- Communicates with patients, families and customers using AIDET (Acknowledge, Introduce, Durations, Explanation, Thank).

- Works in a safe manner and promptly reports any hazards identified in the work environment or related to assigned responsibilities.
- Obtain a copy of your immunization record indicating two doses of the MMR vaccine.
- Volunteer one two-hour shift per week.
- In the event of an absence (planned or otherwise), contact the Child Life Specialist and the Youth Volunteer Coordinator.
- Maintain proper uniform including wearing the Sparrow ID Badge
- Pay Annual membership dues of \$2.00 to support general group activities. This amount includes \$1.00 for the Sparrow Women’s Hospital Association.

**Physical Aspects of this position:**

This position requires direct patient contact and can include lifting a child, helping him or her with play items. This position requires volunteers to be observant of the child and attentive to the child’s needs. Artificial nails and chipped nail polish is prohibited.

Factor	N/A	Rare	Occasionally	Frequently	Constantly
Unassisted Lifting				X	
0-10 lbs				X	
11-30				X	
31-50				X	
Standing				X	
Walking				X	
Sitting				X	
Carrying			X		
Bending/Twisting			X		
Pushing		X			

**Work Environment:**

The Pediatric Volunteers perform their duties in the playroom.

Available shifts: Number of shifts per day -TBD

Sunday through Saturday –one two-hour shift per Teen

Last updated 2-13