

Providence Mission Hospital Auxiliary
HIGH SCHOOL VOLUNTEER PROGRAM OVERVIEW

ELIGIBILITY: Students must be a minimum of 15 years of age at the time of application and are in their freshman, sophomore or junior year of high school. Students must also reside within the Capistrano, Laguna Beach or Saddleback Unified School Districts. High school volunteers are expected to volunteer on a weekly basis year-round, and for a minimum of one year. Students typically volunteer until they graduate from high school. The Auxiliary does not offer, “summer only” or “part-time” volunteer positions.

APPLICATION PROCESS: Due to the popularity of our program- applications of interest are accepted one time per year beginning **November 1–14** of current year. Applications received prior to, or after this date will not be accepted.

One letter of recommendation is required of the student from a teacher, high school advisor or coach at the time of application. A **personal statement** as to the student’s desire to volunteer must accompany the application as well. A **resume** is a component to the application and is required.

Upon review by the Mission Hospital High School Auxiliary Executive Board, interviews will be granted to prospective candidates who show great promise to enter the program. If accepted after the interview, prospective volunteers must show records of measles-mumps-rubella (MMR) vaccine and chickenpox vaccination. Volunteers must also be vaccinated for flu and COVID-19. Volunteers will receive a TB test (QuantiFERON blood draw) at time of medical evaluation by our Caregiver Health department.

There is a onetime membership dues of \$125.00, which includes the Auxiliary membership fee and uniform (1-Providence Mission Hospital polo, 1-Providence Mission Hospital jacket and ID Badge); black pants and black or white shoes are at the expense of the volunteer). The membership fee is used for uniforms, service awards, refreshments for meetings and auxiliary wide events.

Accepted students must attend a three-hour general orientation, three weeks of general training and two additional weeks of specific training in their service area. In addition, they will have homework assignments to complete (approximately 3 hours). And other continuing education on-line assignments during their tenure as a volunteer.

VOLUNTEER POSITIONS: Typically, the earliest students begin volunteering following acceptance into the program is early spring of the following year. Students are assigned based on projected attrition (graduating seniors) or newly developed positions.

To remain an active member in the program, students are expected to volunteer each week year-round. Typical assignments are 4-hour shifts Monday–Friday 4–8 p.m. or weekends from 8 a.m.—12 p.m., noon–4 p.m. or 4-8 p.m.

Current volunteer opportunities exist in the following departments: Tower Lobbies, Maternity Concierge/ Baby’s First Ride, Surgical Services, Meal Mate, and Gift Shop. In the volunteer’s second year, they are eligible for positions in the Emergency Department and as Shift Managers.

For any additional questions and/or to learn more about Providence Mission Hospital, please visit our website at www.Providence.org/missionhospitalvolunteers or e-mail at mission.auxiliary@stjoe.org.