

# JUNIOR VOLUNTEER PROGRAM

2018 PARENT INFORMATIONAL MEETING

**HIC HENRY COUNTY  
MIC MEDICAL CENTER**

# WELCOME

- **Thank you for your time**
- **Volunteers have a rich history at HCMC**
- **60,000 hours of service**
- **Welcome aboard**

# PROGRAM REQUIREMENTS

- **Volunteers must be between the ages of 14 and 18 by June 1, 2022**
- **Be willing to make a minimum commitment of one shift (4 hours) per week for the length of the program.**
- **Understand that no more than two weeks of absences will be allowed.**
- **Attend three of the six academy sessions. Dates and times will be provided.**
- **Attend the mandatory Junior Volunteer Program Orientation on Wednesday, June 1, from 9 a.m. – 1 p.m. Alternative date is June 8.**

# APPLICATION REQUIREMENTS

**Complete the HCMC Junior Volunteer Program Application.**

**Applications must be submitted by Tuesday, May 31, 2022.**

**Applications include:**

- Two references by a school counselor, teacher or principal.
- A 200-word (minimum) essay explaining why you want to be a Junior Volunteer and what area(s) of healthcare most interest you and why.

**After your completed application and availability has been reviewed, I will contact you to inform you if you have been accepted into the program.**

**Provide proof of COVID-19 vaccination and flu vaccination.**

**Complete TB Skin Test Parental Consent Form.**

# JUNIOR VOLUNTEER CODE OF CONDUCT

- **I agree that my services are donated to the organization without contemplation of compensation of future employment at HCMC.**
- **I agree that I will not sell or attempt to sell goods or services, request contributions or solicit persons to sign or distribute political petitions on any HCMC premises unless I received the express consent from the Director of the Junior Volunteer Program.**
- **I realize that my work are depends on me and I shall be punctual, conscientious and conduct myself with dignity as well as with courtesy and consideration of others.**

# JUNIOR VOLUNTEER CODE OF CONDUCT

- **I agree that I will call the department I am assigned to work if I am unable to work.**
- **I agree that I will make every effort to fulfill my commitment to the organization by completing all duties which I am assigned.**
- **I agree that I shall uphold the values and standards of Henry County Medical Center at all times.**

# JUNIOR VOLUNTEER CODE OF CONDUCT

- **I understand that the Director of the Junior Volunteer Program reserves the right to terminate my volunteer status at any time as a result of ANY of the following:**
  - Failure to comply with organizational policies, rules and regulations
  - Absences without prior notification to my assigned department
  - Unsatisfactory attitude, appearance or work ethic
  - Any other circumstances that make my continued volunteer services contrary to the best interest of Henry County Medical Center

# IMPORTANT INFORMATION

- **You will sign in and out each day using the binder at the Registration Desk.**
- **If you are unable to work, you MUST call the department you are assigned to work.**
- **Uniform shirts are provided by the hospital for all Junior Volunteers. We ask that all Junior Volunteers wear khaki or black slacks and clean shoes (no sandals, no jeans and no shorts).**
- **You will be given an ID badge when you pick up your shirt and schedule. This is to be worn above the waist and in plain sight at all times.**
- **Heavy makeup, multitude earrings or facial piercings, excessive jewelry or perfumes should not be worn to work. Additionally , tattoos should be covered if possible.**



# IMPORTANT INFORMATION

- **HCMC is a smoke-free campus. Tobacco of any form is strictly prohibited.**
- **Friends and family may join you for lunch but may not visit your department for extended periods of time. You may not leave the building during work hours unless asked to by your supervisor.**
- **You will receive one free meal per day from the HCMC Cafeteria on the days that you work.**
- **You will receive a certificate showing the hours you worked following the program ending, after we have calculated your time from the sign in book.**
- **Cell phones should be on silent at all times and should not be used during work hours unless it is an emergency.**

# IMPORTANT INFORMATION

- **Refrain from excessive noise and loud talking.**
- **Junior Volunteers should stay in their department unless asked to visit another department by their supervisor and should return to their department in a timely manner.**
- **Masking is required in all our facilities.**

# REVIEW OF TIME LINE FOR 2022

## Program Dates

**Begins: Monday, June 6, 2022**

**Ends: Friday, July 29, 2022**

## Parent Meeting

**May 23 and May 24**

**5 p.m.**

**HCMC Classrooms 2 & 3**

## Applications Due

**Tuesday, May 31, 2022**

## Jr. Volunteer Orientation

**Wednesday, June 1**

**9 a.m. – 1 p.m.**

**HCMC Classrooms 2 & 3**

**\*Alternative Date – June 8**

## Schedule Pick-Up

**Friday, June 3**

**11:30 a.m. – 4:30 p.m.**

**HCMC Marketing Office**

# REVIEW OF ACADEMY SESSIONS

## Lunch Sessions

*Noon – 1 p.m.*

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**Wednesday, June 15**

**Wednesday, July 19**

**Wednesday, July 26**

## Dinner Sessions

*5:00 – 6:00 p.m.*

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**Thursday, June 16**

**Tuesday, July 12**

**Thursday, July 21**

**\*Junior Volunteers are required to attend 3  
Academy sessions of their choosing.**

# CONTACT INFORMATION

## **Tory Daughrity**

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