



## Volunteer Services Department

As a new volunteer recruit to YRMC, we know that you will be anxious to get started with this new career that you are exploring. We certainly look forward to having you join us as quickly as possible. The following is an outline of the process necessary prior to joining our team.

### The Commitment

- Volunteer positions typically require a commitment of 6 months of service which consists of one 4-hour shift a week: 8 am – noon, noon – 4 pm, or 4 pm – 8 pm, although there are some positions with a more flexible schedule.

### The Interview

- Prior to orientation, please contact the Volunteer Services office to arrange an interview. This will enable us to compare your interests and availability with our volunteer openings.
  - West Campus (Prescott): 928-771-5678
  - East Campus (Prescott Valley): 928-442-8678

### Volunteer Orientation

- For your protection and to meet governing regulations, EVERY new volunteer must attend the required orientation session. You will find this to be true no matter where you decide to give your time, but it is especially essential when working in a healthcare environment. The session includes information on infection control, site safety, personnel policies and more.
  - **West Campus:** Orientation sessions are offered the third Monday of each month. Sessions begin at 8:45 and end at noon and are held in the back half of the cafeteria. Volunteers at the Information Desk in the front lobby can direct you to the location.
  - **East Campus:** Orientation sessions are scheduled twice a month and the date and location will be provided at the interview.

### Tuberculin skin test

- This is provided by YRMC and is required prior to beginning your service. Further details regarding hours and location for this test will be shared at the interview.

### Department Training

- You will receive on the job training in the department where you plan to work. Because we always strive to provide the best patient care and service we know that proper training is key to utilizing our volunteers to best serve our patients. Most areas have a Volunteer Chair who will handle the scheduling and training of volunteers in their area

### Paperwork

- In addition to the application form, which should be completed and brought to your interview, please print two reference forms which can be given to and filled out by individuals who can answer the questions listed. These can be brought along to your interview or orientation; they can also be mailed to the address provided on the form.

*We look forward to meeting you and are happy to welcome you to our family of volunteers at Yavapai Regional Medical Center.*